



# CITY OF WEST KELOWNA PARK AMENITY DONATION PROGRAM

Parks Department  
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## Program Guidelines

Contributions to the City of West Kelowna's donation program enhances the beauty and enjoyment of the City's parks and open spaces. Celebrate friends, family and memorable events with an inscribed plaque on a donated park bench, picnic table or tree.

You can donate a new amenity, adopt an existing amenity, renew, or replace a previously donated amenity. All donated amenities become the property of the City of West Kelowna. The program will operate on a full cost-recovery basis while contributing to the 'greening' of the city and increasing park amenities.

### **Standard Amenities**

**Bench** – The Rutherford Park Bench- Black Powder Coated Aluminum Frame with sand colored recycled plastic lumber provides a comfortable resting place for all park users. A 3" x 7" cast bronze plaque is placed in the centre of the top backboard for easy viewing.

**Table** - The Rutherford Picnic Table – Black Powder Coated Aluminum Frame with sand colored recycled plastic lumber is practical and functional for group gatherings. A wheelchair accessible version is also available in certain locations. A 3" x 7" cast bronze plaque is centered on the middle board.

**Tree** – Trees are living, growing, renewing and majestic. As part of our awareness of the environment, trees play a very significant role. Staff will select an appropriate new tree for your chosen location. A 3" x 7" cast bronze plaque is added to a concrete wedge and installed at the base of the tree.

### **Plaque and Inscription**

Each donation includes a 3" high x 7" wide cast bronze plaque. Donors are encouraged to choose messages that are uplifting, inspirational or promote enjoyment of the park area. 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, 'Enjoy the view', 'A Favourite Place', 'Loved by All', 'Forever Loved'.

Sample inscriptions:

Incredible Parents & Grandparents John & Jane Smith You Live In Our Hearts	John Smith Sharing Your Love of Parks Your Family and Friends	Every Day is a Good Day Jane Smith Presented in 2014 for Everyone to Enjoy
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The City reserves the right for final approval of plaque wording.

### **Installation and Location Choices**

In consultation with the Parks Department, determine a location in which you would like to place an amenity. Parks Staff will make every attempt to accommodate a donors' request but due to site restrictions or future park plans, may not be able to fulfill the request and an alternate location will have to be considered.

Installations are seasonal and are done as weather and ground conditions permit. There may be a waiting list for locations in some parks or trail sections. Installation typically takes between 8 – 12 weeks from the date the order is placed.

Occasionally there may be a need to relocate a donation if there are frequent repairs or if the park area is undergoing new development. In this case, the Parks Department undertakes the relocation and any associated costs. Every attempt will be made to notify the donor of the change. The donor must keep their contact information current with the Park Department.

### **Term**

Benches and Tables will be maintained by the City for the term of the agreement. **The Donor is responsible for contacting the City prior to the end of the term if they wish to continue their donation.**

If the donor wishes to continue their donation, Staff will assess the amenity to determine if renewal or replacement is required. Based on this assessment, the donor will then have the option to renew the existing donation for an additional 5-year term or replace the amenity at market cost. Additional terms cannot be prepaid.

If the donor does not contact the City, or chooses not to renew or replace the amenity, the plaque will be removed and the amenity and/or site may become available to a new donor. The plaque will be retained by the City for 2 years from time of removal.

A tree donation is for the life of the tree with a ten-year guarantee: if the tree dies within the 10 years of the donation, the City will replace it. After ten years, if the tree declines or the site is needed for another use, the City may remove the tree and plaque. The City will use reasonable efforts to notify the donor of significant changes.

The City will cover the cost of replacement due to damage or theft once during the ten-year term. Additional occurrences of theft or damage will be covered at the donor's cost.

The donor must keep their contact information current with the Park Department.

### **Pricing**

All prices include the acquisition, installation and maintenance of your donation for the term of the agreement.

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

### **Tax Receipts**

A tax receipt will be issued to the extent permitted by the *Income Tax Act*. All donations will receive a tax receipt via mail at the beginning of the following year in which the donation was made.

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.

### **Other**

- The donation of an amenity in no way constitutes ownership of the item by the donor, nor the land upon which it is situated, or the surrounding lands. The City retains the right to use the lands adjacent to these donated items, as it deems appropriate, up to and including the moving of the amenity to another location. Every attempt will be made to ensure the amenity is relocated as close to the original location as is feasible.
- The addition of amenities may be restricted in some parks as determined by the Parks Supervisor, from time to time, in order to ensure a reasonable balance of amenities and open space.
- The City understands that the donated amenity may have sentimental value; however, park amenity donations are not intended to be memorials. Donations do not give the right for the scattering or interment of cremated remains nor the placement or attachment of objects or mementos on or adjacent to the amenity.
- If an amenity is damaged, destroyed or defaced, within the first ten years, to an extent that in the opinion of the Parks Supervisor replacement is required, the City will replace it at no cost to the donor.

- The Parks Department may elect not to replace a bench that has reached the end of its term for reasons of security, safety, park reconfiguration or maintenance issues. Donors who wish to continue further terms in these cases will be offered another site at the current price.
- An amenity placed within a park or public space that predates the City's Amenity Donation Program will follow the current program guidelines for renewal and/or replacement. The City will, to its best ability, contact the original donor prior to removal or replacement of an amenity. Plaques will be retained at the Parks Office for a maximum of 2 years from date of removal.

### **Donor Obligation**

To contact the City Parks Department @ 778-797-8849 prior to the term ending to discuss continuing or ending your donation.

### **City's Obligation to the Donor**

If the Parks Department has not received a request to continue the donation, the Parks Department will attempt to contact the Donor(s), via telephone and mail, giving a three months' grace for the Donor to respond. If after three months there is still no contact the Parks Department will then offer the amenity to a new donor. The City, if possible, will remove and retain the bronze plaque up to two years after removal. After two years, the plaque will be repurposed or destroyed.

### **PROCESS**

1. For information on the program, call the Parks Department at 778-797-8849.
2. Complete an application and email to [operations@westkelownacity.ca](mailto:operations@westkelownacity.ca); mail Attn: Parks Dept. at 2760 Cameron Rd., West Kelowna, BC V1Z 2T6; Fax to 778-797-2251 or visit our Parks Office @ 3717 Elliott Rd. Office hours are Mon – Fri, 8 am – 4 pm, closed 12 – 1 pm. Please do not submit payment with this application.
3. Parks staff will contact you to discuss your donation application and proposed site.
4. Once the application has been reviewed and accepted by City Staff, you will receive an invoice with payment information.
5. Parks staff will order the amenity and obtain a plaque proof for your approval.
6. Staff will notify you when the amenity has been installed.
7. A Tax Receipt will be issued at the beginning of the following year.

## **PARK AMENITY DONATION PROGRAM APPLICATION FORM**

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

**Bench (RAL6) - \$2600**

*Donate a new park bench with a new plaque for a 10 yr term.*

**Bench Renewal – As Is - \$350**

*Renew your existing bench donation and leave the bench and plaque as is for 5 more years.*

**Bench Renewal – New - \$1700**

*Renew your existing bench donation, replacing the existing bench with a new bench and using the existing plaque.*

**Bench Refurbished - \$**

This option allows you to place a new plaque on an existing bench that has recently become available.

\$ TBD based on condition of bench. Staff will determine whether the condition of the bench will allow for a 5 yr term or a 10 yr term.

**Table (RPT-6) - \$3000**

**Wheelchair Accessible Table (RPTWC-6) - \$3400**

*Donated a new picnic table with a new plaque for a 10 yr term.*

**Table Renewal – As Is - \$350**

**Wheelchair Accessible Table Renewal – As Is - \$350**

*Renew your existing table donation and leave the table and plaque as is for 5 more years.*

**Table Renewal – New - \$1700**

**Wheelchair Accessible Table Renewal - New - \$2000**

*Renew your existing picnic table donation replacing the existing table with a new table and use the existing plaque.*

**Table Refurbished - \$**

*This option allows you to place a new plaque on an existing table that has recently become available.*

*\$ TBD based on condition of table. Staff will determine whether the condition of the table will allow for an additional 5 yr term or a 10 yr term.*

**Tree (includes 3" x 7" plaque) - \$875**

*A tree donation is for the life of the tree with a ten-year guarantee: if the tree dies within the 10 years of the donation, the City will replace it.*

**3" x 7" Cast Bronze Plaque Only - \$245**

DONATION AMOUNT: \$ \_\_\_\_\_

Pricing includes all costs including installation, maintenance and taxes.

REQUESTED LOCATION FOR DONATION: \_\_\_\_\_

(Note: location must be verified by authorized City Parks Staff)

**DONOR CONTACT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

**PLAQUE INSCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tax Information**

Same as Donor  Other

Name: \_\_\_\_\_

Address: \_\_\_\_\_

## TERMS AND CONDITIONS

1. For benches and tables, the term of the agreement between the Donor and the City of West Kelowna will be for ten (10) years beginning on the date of installation. At the end of the 10-year term, an additional 5-year term may be considered if the amenity is deemed to be in good condition.
2. A tree donation is for the life of the tree with a ten-year guarantee: if the tree dies within the 10 years of the donation, the City will replace it. After ten years, if the tree declines or the site is needed for another use, the City may remove the tree and plaque.
3. New Amenities: The City will arrange for the acquisition and installation of the donated amenity and the plaque. Please allow up to ten (10) weeks for the amenity to be installed.
4. Refurbished Amenities: Selected amenities suitable for adoption will be cleaned, boards replaced as needed, and a new plaque will be installed.
5. City park amenities are intended to enhance the use and enjoyment of all visitors, therefore:
  - Donors are encouraged to choose plaque wording that is positive and respectful in tone.
  - Donated amenities cannot be embellished with wreaths or other items that may discourage public use and/or interfere with regular maintenance.
6. The donation can be made by cheque only. Once the application has been reviewed and accepted by City staff, an invoice will be sent to the donor with payment information.
7. Each donor will receive an official tax receipt for: a new donation, an adoption of an existing amenity, a donation renewal and replacement of an amenity. A tax receipt will not be issued for the replacement of a plaque only.
8. The donated amenity is the property of the City of West Kelowna. The City will maintain the donated amenity for the term. The City may, in its sole discretion, relocate the amenity for reasons such as safety, maintenance or park redevelopment. The City will use reasonable efforts to notify the donor of significant changes.
9. It is the responsibility of the donor to contact the City before the end of the current term. Donors have the option to:
  - Renew the donation – the renewal donation amount provides an additional 5-year period of maintenance and will reflect the current maintenance costs at the time of renewal. The donor may choose to add a new plaque at the current price.

- Replace the amenity – the replacement of an amenity includes the cost to purchase a new amenity, at the market price, and install the original plaque, with a 10-year term.
10. If the donor does not contact the City, or chooses not to renew or replace the amenity, the plaque will be removed and the amenity and/or site may become available to a new donor. The plaque will be retained by the City for 2 years from time of removal.
  11. Tree Donations: The City will choose a specimen tree that is most suitable for the site. A plaque will be installed at the base of the tree. A tree donation is for the life of the tree with a ten-year guarantee: if the tree dies within the 10 years of the donation, the City will replace it. After ten years, if the tree declines or the site is needed for another use, the City may remove the tree and plaque. The City will use reasonable efforts to notify the donor of significant changes.

I, \_\_\_\_\_, the donor, have read, understand and agree to the Terms and Conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>For office use only:</b>		
Payment made by Cheque #		
	Date	Notes
Donation payment sent to Finance		
Amenity Ordered		WO#
Plaque Proof Requested <small>(Matthews)</small>		WO#
Plaque Proof Approved & Ordered		
Plaque Received		
Amenity Delivered to Yard		
Amenity Installed		
Photos Taken		
Donor notified of Installation		