



POLICY MANUAL

POLICY TITLE: Site Furnishing Amenity and Other Donations	POLICY #: 6000-003
AUTHORITY: Administrative	EFFECTIVE DATE: November 20, 2007
ISSUED BY: Director of Corporate Administration	REVIEW SCHEDULE: 3-5 years
	APPROVED BY: Council
DATE ISSUED: November 21, 2007	DATE APPROVED: November 20, 2007

PURPOSE: To establish a policy for site furnishing amenity and other donations to the Town.

1.0 SITE FURNISHING AMENITY DONATIONS

- 1.1 The Town of View Royal will accept donations for the acquisition of site furnishing amenities such as benches, picnic tables, bicycle racks, and trees. Donors will be responsible for the total cost of administration, purchase and installation of these amenities. The Town will maintain each amenity for a fixed term (see Schedule “A”).
- 1.2 At the time of donation, and six months prior to the expiry of the first fixed term, donors will be notified of their ability to retain their designated location and renew their donation for a maximum of one additional term. Renewal charges will be concurrent with the fee schedule of the year in which the renewal occurs.
- 1.3 The list of pre-approved site furnishing amenities and locations is attached as Schedule “A”. A summary of the estimated cost, which takes into account purchase, administration, and installation of each amenity, accompanies this list.
- 1.4 Donors will submit an application form (Schedule “B”) to the Director of Engineering stating the desired amenity and location.
- 1.5 A plaque may accompany site furnishing amenities, as noted in Schedule “A”.

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- 1.6 Total costs to be paid by the donor, including costs related to amenities not specifically noted in this policy or related documents, will be determined by staff. A response detailing the total cost of administration, purchase and installation of the site furnishing amenity and a plaque, if desired, will be forwarded to the donor who, if in agreement, will provide funds in the amount specified prior to purchase and installation of the amenity and plaque.
- 1.7 Staff reserves the right to determine the location and style of the donated amenity and to approve wording on plaques.
- 1.8 Upon purchase, site furnishing amenities are the property of the Town and are for the use and enjoyment of the general public. The donation of a site furnishing amenity to the Town does not constitute ownership of the item, the land upon which it is situated, or the surrounding lands.
- 1.9 The Town will accept only those site furnishing amenities that are in alignment with the Town's organizational mission and purpose. The Town reserves the right to determine the suitability of all site furnishing amenities and expressly reserves the right to refuse any site furnishing amenity.
- 1.10 Placement of memorial wreaths, flowers or other items or any modifications to the site furnishing amenities are not permitted.
- 1.11 Items donated prior to the original approval of this policy will be maintained for a period of ten years from the original approval date.
- 1.12 The Town will issue an income tax receipt for any site furnishing amenity donation eligible under the *Income Tax Act*.

2.0 OTHER DONATIONS

- 2.1 The Town will accept monetary donations of any amount which will be directed to a reserve fund at the discretion of the donor.
- 2.2 The Town will accept donations to establish or increase an endowment fund for uses identified and agreed upon between the Town and the donor.
- 2.3 The Town will accept proceeds from life insurance, estates, and other property, including ecologically sensitive land, as defined by the *Income Tax Act* for uses identified and agreed upon between the Town and the donor.
- 2.4 For donations described in Sections 2.1, 2.2 or 2.3 of \$5,000 or more, the Town may use up to 4% of the donation for donor recognition such as a plaque.

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- 2.5 The Town reserves the right to refuse any donation of property.
- 2.6 The Town reserves the right to require that a fair market appraisal be completed prior to acceptance of property.
- 2.7 The Town will issue an income tax receipt for any donation eligible under the *Income Tax Act*.

ATTACHMENTS: Schedules “A” and “B”

DISTRIBUTION: Electronic file Y:\Administration\0340 Circulars, Directives, Orders, Manuals, Policies\50 Policies and procedures\Policies - Final\6000 - Parks

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Schedule "A"

Estimated Cost and Term of Maintenance for Pre-Approved Site Furnishing Amenities

1. **Bench:** \$2700.00
 - maintained for ten years
 - additional \$300.00 for plaque, if desired
2. **Picnic Table:** \$2200.00
 - maintained for ten years
 - additional \$300.00 for plaque, if desired
3. **Bike Rack:** \$1200.00
 - maintained for ten years
 - additional \$400.00 for plaque and base, if desired
4. **Tree:** \$600.00
 - maintained for three years
 - additional \$400.00 for plaque and base, if desired

The actual cost for each item is subject to evaluation on an individual basis at the time of donation.

Available Locations:

Parks

Aldersmith Park
Chalmers Court Park
Chancellor Park
Chilco Park
Evelyn Heights Park
Francis View Park
Game Nature Park
Garry Oak Meadows Park
Glenairlie Park
Helmcken Centennial Park
Highbank Park
Knockan Hill Park
Marler Park
Mellor Park
Newstead Park
Nursery Hill Park
Portage Park
Seabird Park

Public Accesses and Rights-of-Way

Beaumont Avenue
Caton Place
Chancellor Avenue
Midwood Road
Tovey Crescent

Town of View Royal

APPLICATION/CONSENT FOR SITE FURNISHING AMENITY DONATION

I hereby make application for donation of an amenity item to the Town of View Royal.

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone Number: _____

Requested Item: _____

Requested Location: _____

Requested Wording on Plaque (if applicable): _____

Additional Comments: _____

(Date)

(Applicant's Signature)

Please note that all applications are subject to the approval of staff

THIS AREA FOR OFFICE USE ONLY

Application/File No. _____

Approved Item/Location: _____

Approved Plaque Wording: _____

Estimated Cost of Donation: _____

Other Information: _____

(Date)

(Signature of Official)

DONOR APPROVAL

Donor Acceptance: **yes / no**

(Donor Signature)

(Signature of Official)

(Date)

(Date)

- The Town will proceed with purchase and installation of the site furnishing amenity following donor approval and receipt of funds in the amount of the cost estimate listed above.
- Upon purchase, the amenity donation becomes the property of the Town of View Royal and is for the use and enjoyment of the general public. The donation of an amenity item does not constitute ownership of the item, the land upon which it is situated or the surrounding lands.
- Placement of memorial wreaths, flowers or other items or any modifications to the amenity item are not permitted.
- Donors will be notified of the option to renew their donation for one additional term six months prior to the expiry of the first term. Renewal charges will be concurrent with the fee schedule of the year in which the renewal occurs.