

Corporate Policy

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Section:	Finance	05
Sub-Section:	Donations and Bequests	1770
Title:	Donations and Bequests	2017-01

Related Policies

Number	Title

Approvals

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Donations and Bequests

Policy

Citizens, community groups, businesses, or visitors may donate funds or assets to the City for the enhancement of public parks and recreation facilities. Donors may either indicate a preference for a gift type, donate a lump sum towards the cost of a capital project, or make an in-kind donation or any other asset.

Purpose:

This policy provides guidelines and direction for the administration of donations and bequests to the City, and also receiving, maintaining, and replacing Memory Benches and Picnic Tables in Port Moody parks and public open spaces. The reasons for establishing and implementing a gift program policy are to:

- Provide a process by which members of the public and businesses wishing to donate monies or donations in-kind may formally do so;
- Encourage citizens to express a sense of civic pride and involvement in their community;
- Enhance the City's current and future capital development abilities;
- Add amenities to City facilities, which may serve as legacies for the future enjoyment and enhancement of the community;
- Provide formal recognition and acknowledgement for all donations accepted; and
- Provide guidelines to donors regarding the kinds of capital improvements that are acceptable.

Definitions

Standard Gifts and/or Donations – people who wish to donate standard type assets such as park benches or picnic tables may do so by paying a fixed fee as set out in the City's Fees Bylaw. The Environment and Parks Department will specify, select, and arrange for the installation of such items to ensure consistency with existing standards.

Specialized Donations – items in this category may include specialized park or facility feature signage, play structure components, contributions toward park and facility development, specialized equipment, or furnishings. Staff will review each request to determine the cost of design, layout, installation, plaque, and associated administrative costs. The potential donor is then advised of the cost to establish a mutually agreeable gift value.

In-Kind Donations – these donations could include heritage furnishings or equipment, which would be of value to a park or facility. City staff or an independent appraiser will determine the value of such donations prior to acceptance to establish a mutually agreeable gift value.

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Procedures

1. Gift Criteria

Gift items must contribute to the City's objectives and, therefore, shall:

- be capital in nature;
- have permanence;
- have community and political support;
- have aesthetic appeal; and
- have location appeal and be appropriate to the location.

The appropriate department head will review specialized donations and in-kind donations. Generally, such donations will be evaluated in reference to the City's long-range Capital Plan (items not in the plan shall be subject to detailed review), and in reference to the maintenance and operating costs associated with the donation.

The style of bench or picnic table will be reviewed by the Environment and Parks Department on a routine basis. Some locations may have different benches or picnic table styles as specified. The plaque on the item will be stainless steel and set into the top slat of the bench or into the top slab of the picnic table. The amount of text on the plaque will be specified by the Environment and Parks Department and will reflect cost, aesthetics, and physical appropriateness to the memory item.

The donation of a memory item in no way constitutes ownership of the item by the donor, nor the land upon which it is situated, or the surrounding lands. All gifts to the memory program are accepted on the basis that the donated item will be maintained for 10 years in the original location, unless previously grandfathered, or in an area near the original location, after which the disposition of the gift is at the sole discretion of the City of Port Moody.

The City of Port Moody retains the right to use the lands adjacent to these donated items as it deems appropriate, up to and including relocation of the item if redevelopment of the area warrants this action. Every attempt will be made to ensure items are relocated as close to the original location as feasible. The donor will be advised in advance of any relocation of the donated item.

The addition of benches or picnic tables may be restricted in some parks, as determined by the General Manager of Environment and Parks, from time to time in order to ensure a reasonable balance of amenities and open space.

Donated items are not intended as memorials. Donations do not give the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the memory item. Wording on recognition plaques will be accepted by the City. Staff will work with the donor(s) to agree on wording appropriate to a recreational setting.

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2. Applications

All donation proposals shall be submitted to the General Manager of Environment and Parks on the standard application form. Applications will be reviewed for compliance to gift criteria.

The General Manager of Environment and Parks, or his/her designate, will notify all applicants of the disposition of their application.

Persons wishing to appeal a rejected application proposal may do so by writing to the City Manager.

All memory program donors will sign the application and be presented with a copy of this policy. Signatures will constitute agreement with the procedures and stipulations within this policy.

3. Availability

The Environment and Parks Department keeps a waiting list of individuals who are interested in donating a bench or picnic table. This list is organized chronologically and by the site desired for the item. The demand for some sites may imply a long wait due to donor demand outpacing the supply of bench locations.

4. Administration

The General Manager of Environment and Parks shall be responsible for the coordination and management of this program. Program implementation will include the following:

- Forwarding copies of the application for gift donations to the Finance and Technology Department and the Port Moody Foundation for processing;
- Referral of all applications for Specialized and In-Kind donations to the appropriate department head for evaluation;
- Generating and maintaining a list of standard gift items and prices;
- Receiving inquiries and processing applications for gift donations;
- Providing regular status reports to the Port Moody Foundation and Council;
- Coordinating the promotion of the program; and
- Working with a donor on specific details surrounding both standard and specialized donations.

Port Moody Foundation

It is understood that the Foundation may receive donations on behalf of the City. In these circumstances, the General Manager of Environment and Parks will coordinate the handling of the donations with the Foundation.

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5. Recognition

The General Manager of Environment and Parks shall notify the Corporate Officer of all non-standard gifts so that the Mayor may send a letter of thanks to the donor.

The Port Moody Foundation sends a standard letter of thanks along with the tax refund receipt for standard gifts.

A recognition plaque is mounted on all displayed items:

- Dimensions and details of park bench and picnic table plaques will be specified by the Environment and Parks Department and will reflect cost, aesthetics, and physical fit to the memory item; and
- Should donors decide in their term to add an additional plaque (maximum of two plaques total), it will be at full cost (i.e. the cost to include a new top slat, additional plaque, and the labour costs for installation) to the donor.

The Port Moody Foundation may approve larger plaques for specialized donations.

Where warranted, recognition of large-scale special projects may include participation in an opening ceremony or public unveiling when such is approved by resolution of Council.

6. Fees

The donation fee for a memory item includes the cost of the item, assembly, creation of the stainless steel plaque, and installation of the memory item in a location mutually agreed upon by the donor and the Environment and Parks Department.

Donation amounts for standard amenities are listed in the City's Fees Bylaw and may be updated annually to reflect current costs.

7. Term

Benches and picnic table donations are accepted on the basis that the item will be maintained by the City for a 10-year term in its original location, or in an area near its original location. After 10 years, the original donor will be contacted and offered the opportunity to donate another bench or picnic table at the then current price in the same location.

If the original donor decides not to donate toward an additional bench term, that location may be offered to another donor. Where possible, the plaque will be returned to the original donor.

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8. Maintenance

All gifts accepted under this program will become the sole property of the City. The City will maintain all gift items and will repair and/or replace vandalized items at its discretion for the period paid for by the donor.

If a bench or table is damaged, destroyed, or defaced to an extent that in the opinion of the General Manager of Environment and Parks, replacement is required within the 10 years of any term, it will be done at no cost to the donor.

9. Tax Receipts

All monies donated as a gift or bequest will be deposited with the Port Moody Foundation and disbursed in accordance with the terms of the gift (by way of Finance Rebill) in compliance with the *Community Charter*.

The Port Moody Foundation may issue tax receipts for a gift or bequest provided the following conditions are met:

- the gift or bequest has been transferred to the City without any expectation of return;
- the City has an unfettered right to use the gift or bequest (but a particular park, room, building, or facility may be specified by the donor); and
- the donor will not receive any valuable consideration or benefit of any kind from the gift or bequest.

Monitoring/Authority

Delegated to the General Manager of Environment and Parks.