



## THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

### POLICY AND GUIDELINES FOR Installation of Private Memorials and Donations on Municipal Property

#### POLICY STATEMENT:

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation.

The Municipality desires to encourage donations while at the same time manage aesthetics and mitigate on-going maintenance cost.

#### POLICY:

1. These donations may include, but are not limited to: park benches, bicycle racks, picnic tables, public art, trees, play equipment and other types of park and trails accessories.
2. This policy does not apply to buildings or land.
3. The development of public facilities is expected to be the result of planning and quality construction controlled and maintained by municipal staff according to Council policy and direction.
4. In addition, public facilities are expected to be maintained to a standard acceptable to the community.
5. Guidelines established by this policy will apply to all donations and memorials made after the effective date of this policy.
6. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on Municipally owned property.
7. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.

#### GUIDELINES

1. **Acquisition or Purchase:** The Municipality and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. Municipal staff will be responsible for the purchase and installation of all park elements.
2. **Appearance and Aesthetics:** The Municipality and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgments

should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

3. **Appearance and Aesthetics:** Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly.
  - a. Nothing shall be hung on or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall be performed in approved locations only.
4. **Decorations** which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclists, pedestrians or animals.
  - a. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.
5. **Materials:** If landscaping around trees is desired, donors are encouraged to utilize natural materials in the construction of a border around the tree.
  - a. Prior approval of the landscaped area must be obtained from the municipality through the Clerk's Office.
6. **Donors** may include the installation of a commemorative plaque. Commemorative plaques will be of a size, material, font and format as determined by employees and council. All text will be approved by staff.
7. **Maintenance:** Maintenance of the landscaping at tree donation sites is the responsibility of the municipality.
8. **Maintenance:** Donated park elements and/or their associated donation acknowledgement, become Municipal property. Accordingly, the municipality has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle. Elements shall be removed should they deteriorate to the point where they become unsightly or cause safety issues.
9. **Repair:** The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.
10. **Cost:** The Municipality has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule shall be maintained in which the Municipality will detail costs for donations, installation, and

maintenance. The Municipality also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Municipal park facilities. Consequently the Municipality will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

### **PROCEDURE FOR MAKING A DONATION**

11. The Municipality's Clerk's office will manage all donations located on Municipal property.
12. **Application:** The donor must contact the Municipal office to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail, on the municipal website or in-person at the Municipal office. Completed applications and payment will be made to the Municipal office for review and processing.

### **CRITERIA FOR ACCEPTANCE**

13. **Park Plan:** To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If a plan exists, but does not identify a particular park element proposed for donation, the Municipality may accept the donation under certain conditions. Approvals for areas without plans shall be made on a case by case basis.
14. Under this circumstance the donation must:
  - a. 1) meet a true need of the facility,
  - b. 2) not interfere with the intended current or future use of the facility and
  - c. 3) not require the relocation of other equipment or infrastructure to accommodate the donation.
15. In the opinion of the Municipality, a facility may be determined to be fully developed and the opportunity for donations would not be available.
16. **Donation Acknowledgements /Memorial Plaques:** Donation acknowledgments, as approved by the Municipality and memorial plaques are to be directly affixed to the donation, placed immediately adjacent to the donation and/or, are to be made of approved materials and purchased through the Municipality.
17. Donation acknowledgements/memorial plaques shall be a maximum 10 x 6 or 4 x 18 (pending application) inches in size, of approved font, style and materials and be manufactured by a Municipally approved vendor to ensure highest quality, longevity and durability.
18. All formats shall be in character with the intent of this section and acknowledgments shall be tasteful, and subtle. To prevent obscene or potentially

offensive text from being displayed on municipal property, the Municipality must approve all text for donation acknowledgements/memorial plaques.

19. In wooden park bench applications the donation acknowledgment may be routed into the seat back of the bench; again meeting size, format, font requirements and approvals and completed only with Municipal authorization. Alternately a marker/plaque may be affixed to the bench.
20. In picnic table applications the donation acknowledgment may be inserted into the concrete pad installed under the picnic table, on a marker affixed to the table or on a plaque installed on the pavilion at Old Mackey Park. Multiple donors (up to 6 per table) will be allowed.
21. In tree installation applications the donation acknowledgment will be installed in a flush mounted concrete pad or buried stone marker.
22. **Notification:** It shall be the responsibility of the donor to provide the Municipality with a current address for purposes of notification regarding their donation. For the purposes of notification the Municipality will contact the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

#### **PARK BENCHES, BICYCLE RACKS, PICNIC TABLES, AND OTHER PLAYGROUND COMPONENTS**

23. Park benches, bicycle racks, picnic tables and playground components may be sited in locations approved by the Municipality in accordance with an available site plan or on an approved case by case basis. Items donated must be of a product approved by the Municipality, and these items become Municipal property at time of purchase.

#### **TREES**

24. Landscaping and plant selection for park facilities is critical to ensure longevity. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the Municipality and will be native or plants readily acclimated to this area.
25. To simplify purchasing, planting and ensure consistent growth; the municipality shall select and plant various trees at Old Mackey Park and the Municipal Grounds in Stonecliffe. If sponsorship is desired, a fee to cover costs of planting will be required along with the purchase of the memorial marker.

#### **MONUMENTS**

26. Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any Municipal facility.

## **INTERPRETIVE SIGNS**

27. Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions. All signage must be evaluated, ordered and installed by Municipal staff.

## **OTHER DONATIONS**

28. There may be other donations possible, other than those expressly listed or contained within this policy. The Municipality may accept those donations subject to a review by staff and/or Council on a case by case basis.

## **BUILDINGS, STRUCTURES, AND PUBLIC ART**

29. Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the staff and Council and are not considered as part of this policy.

## **CONDITIONS**

30. **Ordering, Purchasing and Installation:** Ordering, purchasing and installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by Municipal personnel. All costs shall be pre-paid prior to purchase. Invoices shall be provided to the donor listing all applicable costs and shall include costs plus a 10% administrative fee to cover staff costs of implementing the installation. The installation will be scheduled at a time and date as determined by staff availability. The donor shall be informed once installation is complete.
31. **Removal and/or Relocation:** The Municipality reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedure in this policy, the Municipality will send notice to each identifiable donor notifying the donor of any action related to the disposition of the donation.
32. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the Municipality will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

## **MAINTENANCE AND REPAIR**

33. The long term care and maintenance of donated park elements is important to both the donor and the Municipality.
34. **Life Cycle Care Fund:** The establishment of the Life Cycle Care Fund may be required, depending on the type of donation. This fund ensures that the Municipality will care for the donation for the estimated life of the donation, or until such time the staff determines that the memorial donation must be removed and/or relocated for unforeseen circumstances.
35. The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle.
36. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs will be identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.
37. Basic items such as trees, benches and picnic tables will not require a Life Cycle Care Fund.
38. Accordingly, the Municipality will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

<b>HEAD, CLARA &amp; MARIA MEMORIAL AND DONATION APPLICATION</b>	
Name of Donor:	
Address of Donor:	
Phone Number Work:	
Home:	Fax:
Email:	
Description of Donation: Sponsorship of Tree, Bench, Picnic Table, Play Equipment, etc.	
Please describe:	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
Include photos if applicable.	
Preferred Donation Location: Old Mackey Park, Municipal Boat Launch, La Croix Park, and Municipal Hall Grounds, other...	
_____	
_____	
_____	
_____	
Wording on Memorial Acknowledgement: Limited to 100 Characters – or two lines	
_____	
_____	
Eg. "In loving memory of John Jacob Jingleheimer Schmidt	
For his contributions to society 1722 - 1792"	
Signature _____	Date _____

This Section To Be completed by Municipal Staff

**TYPES OF TREES:**

- Spruce, Oak, Maple, Cedar, Lilac, Other

**TYPES OF PLAQUES:**

- In Ground Stone, surrounded by coloured or pea gravel
- In Ground Concrete; surrounded by coloured or pea gravel
- Plaque affixed to item (materials to be determined by municipal staff)
- Routed into item

**LIFE CYCLE CARE FUND REQUIRED:**

\_\_\_ Yes \_\_\_ No

If so, how much? \$\_\_\_\_\_

Expenses to be covered/rationale:

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**DONOR COSTS**

Purchase Cost: \_\_\_\_\_

Installation Cost: \_\_\_\_\_

Administrative Cost: \_\_\_\_\_

Life Cycle Cost (If Applicable): \_\_\_\_\_

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