

Request for Decision

Parks Services Donation and Memorial Program

Presented To:	Policy Committee
Presented:	Wednesday, Jun 22, 2011
Report Date	Friday, Jun 10, 2011
Type:	Managers' Reports

Recommendation

Whereas public donations towards park enhancements and memorial gifts are common practice in various cities throughout the province; and

Whereas the program operates on a cost-recovery basis; and

Whereas there are no financial implications with the introduction of this policy.

Therefore, be it resolved that the City of Greater Sudbury adopt the Parks Services Donation and Memorial Program policy as attached and that a by-law be passed.

Finance Implications

The donations will recover the full cost of purchasing and installation of the park enhancements. The maintenance of these assets will fall under the annual Parks operating budget.

Signed By

Report Prepared By

Kevan Moxam
Manager of Parks Services
Digitally Signed Jun 10, 11

Division Review

Real Carre
Director of Leisure Services
Digitally Signed Jun 10, 11

Recommended by the Department

Catherine Matheson
General Manager of Community
Development
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Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Jun 16, 11

Background

As a means of beautifying public parks, municipalities throughout Ontario have implemented donation programs for park enhancements and memorial gifts. This unique opportunity provides the community a way of contributing or adding to shared spaces enjoyed by families, individuals and visitors.

Parks Services currently plants trees and installs benches and park enhancements (play structures, sun shelters, etc.) purchased through donations from the public and non-profit

organizations; however, there is no formal policy in place or advertising associated with the services.

Policy Implementation

A brochure will be created outlining the donation options available through the Parks Services Donation and Memorial Program. The brochure will include a price list, plaque engraving details for interested donors and an application form. The brochures will be available on the City of Greater Sudbury website and at all Citizen Service Centres.

Parks Services Donation and Memorial Program

Policy Statement

Donations to the City of Greater Sudbury Parks Services Section will be accepted through the Parks Services Donation and Memorial Program.

Purpose

The purpose of the Parks Services Donation and Memorial Program is to provide an opportunity for the public to make donations towards park enhancements and memorial gifts.

Scope

The Parks Services Donation and Memorial Program is administered and managed by the Leisure Services Division, Parks Services Section. All costs associated with the purchase and installation of park enhancements or memorial gifts are the responsibility of donors on a cost-recovery basis.

Policy Details

Members of the public are invited to make a donation through the Parks Services Donation and Memorial Program to commemorate a special person, a momentous occasion or simply donate as a philanthropic gesture to beautify a community park.

Donations towards the purchase of park enhancements or memorial gifts can include:

- Park Benches
- Trees (hardwoods and conifers)
- Bike Racks
- Picnic Tables
- Sun Shelters
- Sports equipment (basketball standards, tennis nets, soccer goals, etc.)
- Playground Structures
- Other options can be discussed with Parks Services

Gifting: Items purchased by donors for Greater Sudbury parks will be accepted by Parks Services (exceptions: trees, benches). Donors must consult with Park Services before making any purchases in order to ensure adherence to safety standards.

Location: Items will be situated in available areas based on current inventory at specific sites. Parks Services will provide interested donors with options for consideration.

Cost: Every park in Greater Sudbury has a predetermined style and aesthetic plan that conforms to the usage of the space. The range of costs for specific items will be provided to donors based on location and installations fees (if installation is required). Donations towards the purchase of park enhancements or memorial gifts will be quoted using a cost-recovery formula.

Installation: Parks Services will be responsible for all installations. The City of Greater Sudbury maintains ownership of all park enhancements and memorial gifts purchased through donations. Park enhancements and memorial gifts will be available for public use and not the exclusive use of donors.

Maintenance/ Replacement: Parks Services will maintain park enhancements and memorial gifts in the same manner as similar items within parks. Tree replacements will be issued at no charge to donors within five years of the original planting or a subsequent replanting date, if required.

Plaques: Recognition or commemorative plaques will be installed at the request of donors.

Tax Receipts: Donations greater than \$10.00 paid to the City of Greater Sudbury Parks Services Division will receive a tax receipt. Tax receipts will also be issued for gifted items where supporting documentation of the purchase price, such as an invoice, is provided.

Procedure

Applications: Application forms for the Parks Services Donation and Memorial Program will be available on the City of Greater Sudbury website and at all Citizen Service Centre locations.

Tax Receipts: Official tax receipts will be mailed to donors by Financial Services after payment is received by the Parks Services Division.