

Park Amenity Donation Program

Effective Date: October 19, 2004
Last Revised: April 27, 2021

1. Policy Statement

- 1.1. The City of Pitt Meadows established a program for accepting donations of benches on the Municipal Dike system in 2004. This program has proven to be of mutual benefit to the donor and the community. The City's dikes have since reached capacity for placement of additional benches. The City will now accept requests for donated amenities on city public lands. This policy will address provisions and arrangements for these items moving forward.

2. Purpose

- 2.1. This policy provides direction for accepting, maintaining and replacing Park Amenities and Dike benches in Pitt Meadows.

3. Scope

- 3.1. The City accepts donations of amenities subject to this policy and the procedures contained herein, which will apply to all future amenity donations. Existing dike bench donations will continue to be monitored as outlined in this policy.
- 3.2. This policy will apply to all City owned, operated and maintained properties within the City of Pitt Meadows including dikes, parks, trails, etc.
- 3.3. This policy combines the former Council Policy C043 Dike Bench Policy and establishes a newly combined Park Amenity Donation Policy.

4. Definitions

- 4.1. In this policy,
 - (a) **Dike Bench** means a Bench that was installed prior to 2016 under the guidelines of the Dike Bench Policy C043, 2016. A plaque was installed to acknowledge the donation.

- (b) **Park Amenity** means an item that can be purchased from a pre-selected list for installation on City of Pitt Meadows properties and is subject to the guidelines within this policy. Park amenities could include benches, picnic tables, picnic shelters, trees etc. A plaque will be installed to acknowledge the donation on the item with wording that conforms with current inscription guidelines.

5. Roles and Responsibilities

5.1. The City of Pitt Meadows will:

- (a) maintain records and administer the program;
- (b) develop and maintain a Park Amenity Donation Catalogue;
- (c) provide a list of available locations for amenity placement;
- (d) maintain the condition of amenities once installed;
- (e) replace an amenity at no cost to the donor if the amenity is damaged, destroyed or defaced within the ten year term to an extent that, in the opinion of staff, a replacement is required. If excessive vandalism occurs an alternate location may be sought for the placement of the asset;
- (f) contact Donors at the end of the ten year term to provide options to purchase a new term or replacement item if the condition warrants.

5.2. The Donor will:

- (a) purchase the park amenity by providing payment to the City of Pitt Meadows;
- (b) select a location based on the options available;
- (c) acknowledge that the donation is not intended as a memorial as outlined in section 5.3 of this policy;
- (d) decide at ten year intervals if they would like to purchase a new term or replacement item;
- (e) sign a Letter of Understanding with the City confirming term and other conditions. Signature will constitute agreement with the procedures and stipulations within this policy.

6. Prohibitions

- 6.1. Donated amenities 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 amenity.

7. Procedures and Guidelines

- 7.1. Donations of amenities are accepted provided that:
 - (a) there is an existing suitable location available or one becomes available;
 - (b) payment is provided in full for the amenity, including all additional fees such as installation, assembly, procurement, shipping, etc.;
 - (c) the wording on the plaque conforms to current inscription guidelines for plaques.
- 7.2. The style or model of the amenity will be determined by the City and may change from time to time depending on availability, suitability and vandal resistance.
- 7.3. The type or style of plaques will be determined by the City, which may change from time to time depending on availability, suitability, etc. The plaque will have a limited number of letters that can be accommodated on the surface. Staff will work with donors to agree on wording that is appropriate to a recreational setting, with a limit of one plaque per amenity.
- 7.4. The donation fee for a park amenity includes the cost of the amenity, the plaque (if applicable), assembly, and installation at a mutually agreed upon location.
- 7.5. The donation of a park 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 an amenity to another location. Every attempt will be made to ensure amenities are re-located as close to the original location as is feasible.
- 7.6. The addition of amenities may be restricted in some locations as determined by staff in order to ensure a reasonable balance of amenities and open space, and will take into consideration any operational impacts.
- 7.7. Dike benches may only be placed on the dikes as a replacement to an existing bench at pre-determined locations as indicated on the dike bench location map. (200m-intervals)

- 7.8. An amenity donation is accepted on the basis that it will be maintained by the City for a ten year term in its original location, or in an area close to its original location if any changes to the site layout are necessary. At the end of the ten year term, the amenity will be assessed to determine its overall condition, including safety and aesthetics. If it is determined that the amenity needs replacement, the donor will be contacted and offered the opportunity to donate another item at the current price in the same location. If they decline, the opportunity will be offered to other donors. Every effort will be made to return the plaque to the original donor. Please note that all plaques will be held for one year from the date of removal.

8. Related Policies

- 8.1. Other related policies include:
- (a) Parks Maintenance Policy C103