

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: Parks Amenity Donation Program		POLICY NO:
		CROSS REF.:
EFFECTIVE DATE:	APPROVED BY: RDN Board	

PURPOSE

To provide direction on the management of amenity donations for Regional District of Nanaimo Parks and Trails.

DEFINITIONS

“Amenity” means a desirable or useful feature or facility of a building or place. For the purposes of this policy “building or place” refers to RDN parks and trails.

“Donation” refers to something that is given; a sum of money or money towards an amenity.

“Manager of Parks Services” means the District’s Manager of Parks Services or such other person as may be appointed to act in the place of the Manager of Parks Services from time to time;

“RDN” means the Regional District of Nanaimo;

“RDN Board” means the Regional District of Nanaimo Board of Directors;

“Regional District of Nanaimo parks and trails” means all community and regional parks and trails within the RDN’s inventory and includes sites that may or may not be owned by the Regional District of Nanaimo where the RDN has a management responsibility for an amenity on that site. For example: a pedestrian bridge that makes up part of a district trail system, constructed by the RDN but located on Crown Land;

POLICY

The Regional District of Nanaimo (RDN) is committed to the greater good of the community by offering residents and organizations the opportunity to participate in an Amenity Donation Program (the “Program”) administered through its Recreation and Parks Department.

1. Purpose

The purpose of the Program is to provide a means for individuals and organizations to recognize and honour a person, organization, or significant event. The contributions made through this Program will also benefit the RDN’s parks, trails, green spaces, waterfronts, natural environments and the community as a whole.

This Policy is intended to provide a framework for a consistent decision-making process related to the acceptance, placement and long-term maintenance of donated amenities.

2. Administration and Responsibility

The Program is administered by the Recreation and Parks Department.

The Manager of Parks Services or staff designate shall be responsible for:

- (a) Leadership in monitoring and evaluating this Policy on a periodic basis;
- (b) Ensuring the successful implementation of this Policy, including the design, acquiring of, installation and maintenance as it relates to donated amenities; and
- (c) Shall carry out the role as decision maker under this Policy in a timely and expeditious manner.

3. Costing

All costs associated within the Program are the responsibility of the donor and the Program is intended to operate on a full cost recovery basis. Unless otherwise agreed to, all donated amenities and any accompanying plaque(s) will be purchased by the RDN and charged at the rates contained in the Park Amenity Application Form and are subject to change as amended from time-to-time.

General Terms

Terms of the Agreement

- (a) Unless otherwise agreed to, the donated amenity term will be for a period of 10 years. The fee covers the acquisition and installation of the amenity, optional plaque with inscription and normal general maintenance and repair during its useful life as further outlined in Section 4 of this Policy.

Renewal

- (a) Amenity donations are not in perpetuity. After the initial 10-year-term is completed, the original donor will have the option to renew for one additional 10-year period at the then prevailing cost of a new amenity. At the end of the term(s), every effort will be made to return the plaque to the donor. It is the responsibility of the donor to keep their contact information current.

All amenities purchased and installed under this Policy become the property of the RDN.

4. Application Process and Guidelines

The following application process and guidelines shall apply when purchasing amenities contained within the scope of this Policy:

Application Process

- (a) Individuals or groups wishing to participate in the Program may do so by completing an application form available on-line at rdn.bc.ca/parks, or by printing off the application form and mailing the completed application to: RDN Recreation & Parks, 830 W. Island Highway, Parksville BC. V9P 2X4 c/o parks donation;
- (b) Please allow up to eight (8) weeks to process your application. Applications will be accepted on a year-round basis and installation will occur as weather permits;
- (c) After an evaluation of your request, the Manager of Parks Services or designate will contact you to let you know if your donation is approved, or to request additional clarification, information or to discuss alternative location(s) of the donation, as required;
- (d) As part of the application process, you may be asked to attend an on-site meeting to decide site requirements affecting your donation;
- (e) Once an application request is approved, full payment must be received via cheque, or credit card before the donation can be processed and items purchased for installation; and
- (f) Once the payment is processed, the RDN will issue a tax receipt and thank you letter.

Guidelines

- (a) Not all regional/community parks, trails, green spaces, waterfronts and natural environments are available for amenity donations. The Manager of Parks Services will maintain an up-to-date list of available amenity donations and relative sites/locations. Donation items and sites to choose from will be allocated on a first come first serve basis. The Manager of Parks Services will have the final decision on the placement of all amenities donated;

- (b) While the donor may suggest the proposed site and location, further criteria considerations shall apply as noted below:
 - (i) The location does not interfere with any other site activities or infrastructures;
 - (ii) The location is considered appropriate in accordance with design criteria related to Crime Prevention Through Environmental Design (CPTED);
 - (iii) The location does not interfere with approved park design including, but not limited to, horticultural and arboricultural components, displays, sensitive habitats and archeological consideration;
 - (iv) The location does not interfere with maintenance, including access for maintenance requirements; and
 - (v) Impacts on other properties are considered, including views from surrounding properties.
- (c) The donated item(s) will be maintained as part of Parks regular inventory, at no further cost to the donor for 10 years from the date of installation;
- (d) In the event of ongoing severe vandalism, a donor plaque may be installed on another similar amenity;
- (e) The RDN reserves the right to relocate a donated amenity if the unforeseen circumstances such as, but not limited to, infrastructure requirements/changes or future redevelopment of the site arise due to its location or setting. Parks Services will make every effort to reinstall within a responsible proximity to the original location. If this is not achievable, then Parks Services reserves the right to relocate the donated item(s) to a suitable location;
- (f) Design standards are established by the Parks Services. Parks Services reserves the right to change these design standards, dependent upon manufacturer availability, feasibility and other circumstances;
- (g) Plaque size (state size here) and materials (state materials here), are standardized by the Parks Services and the message template is part of the Application Form which will contain a maximum of four (4) lines of text;
- (h) Plaque messages are encouraged to be uplifting, inspirational or to promote enjoyment of the site selected. Plaques are not intended to serve as a replacement for memorial markers or contain wording indicating lifetime. As well, plaque wording that detracts from the image of the RDN or is considered discriminatory, derogatory or offensive will not be permitted. The Parks Services Manager has final approval over plaque wording;
- (i) Placement of wreaths, flowers or other items, or any modifications to a donated amenity will not be permitted; and

- (j) If multiple donors are contributing to a single donation, then all donation dollars must be collected by one individual. A tax receipt will be made out to one donor, unless a letter is provided at the time of payment indicating the main contact donor along with the names, addresses, and amounts for all donors.

5. Exceptions

Requests that do not fit within the scope of this Policy may be considered by the General Manager of Recreation and Parks Services if the request is considered beneficial to the RDN's parks, trails, green spaces, waterfronts, natural environments and the community as a whole.

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