



Policies & Procedures Manual

Policy No.6.13 (BP-Commemorative Trees, Benches and Other Objects)

Commemorative Trees, Benches and Other Objects

Purpose

1. The intent of this policy is to provide guidelines and procedures for receiving donations of Commemorative Trees, Benches and Other Objects within parks and public open spaces of Electoral Areas A, C and D of the Squamish-Lillooet Regional District ("SLRD").

Policy

2. The SLRD will accept donations of Commemorative Trees, Benches and Other Objects ("Commemorative Objects") subject to the policies, procedures and fees contained herein (the "Policy").

3. The Director of Utilities and Environmental Services (the "Director") is responsible for accepting submissions for donations within parks, public buildings and public open spaces of the participating Electoral Areas of the SLRD, overseeing standards for furnishings and amenities, establishing a record of all donations and recommending revisions to the Policy as needed.

4. All submissions for donations must be in writing to the Director and must provide details with respect to the following categories:

- a. vendor sale price,
- b. cost and mode of transportation to site location,
- c. person responsible for and costs of any site preparation,
- d. means of installation and costs, and
- e. proposed annual maintenance schedule, person responsible, and associated costs.

These categories shall comprise the "Donation Plan" and, together with the Director's estimate of staff time and expense in paragraph 12, shall comprise the "Donation Amount".

5. The location site is subject to availability and need within the list of parks, public buildings and public open spaces of the lands and premises contained in the attached Schedule "A", as determined by the participating members of the Electoral Area Directors Committee (the "Committee") upon the recommendation of the Director.

6. Efforts will be made to accommodate the wishes of the donor, but consideration will also be given to any conflicting uses or potential uses by other individuals, groups or organizations and the nature of the SLRD's ownership or leasehold interest in the Schedule "A" lands and premises. The Director will provide guidance on the location, type and style or species of the Commemorative Object, any plaque adorning it (including the wording thereof), as well as the Donation Plan in general. Strong consideration will be given to indigenous species and environmentally sustainable materials and construction practices. Final approval of the Donation Plan and Donation Amount shall lie with the Committee.

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7. Donations will not be accepted where conditions are attached which would create an onerous or unacceptable obligation for the SLRD, or where unacceptably high operating or maintenance expenditures would result.

8. Permissible Commemorative Objects are listed in Schedule "B", which may be amended from time to time by the Committee. Not all of the Schedule "B" items are necessarily appropriate for each of the Schedule "A" locations and the Committee shall make the final determination in this respect. Strong consideration will be given to indigenous species and environmentally sustainable materials and construction practices.

9. All such donations shall become SLRD property upon approval of the donation and the purchase and installation thereof. The SLRD reserves the right to relocate or remove the Commemorative Object whenever necessary and reasonable efforts will be made to notify the donor if their donation is affected.

10. If at any time, the Director determines that the Commemorative Object is unsafe, unsightly or presents unanticipated and onerous maintenance issues, he or she may contact the donor and review options for dealing with the situation in accordance with paragraphs 11-16 herein.

11. All expenses associated with the purchase of the Commemorative Object, site preparation with respect thereto, transportation, installation and maintenance of the Commemorative Object, and the staff time associated with the donation submission and the tasks noted above shall be incorporated into the Donation Amount to ensure that all capital and operating costs related to the donation are covered for a minimum period of 10 years (the "Term").

12. Each Donation Plan submitted in accordance with paragraph 4 shall be reviewed by the Director on the basis of effecting full cost recovery of the direct and indirect expenses of the donation for the initial 10 year Term. The Director shall also estimate the staff time and expense associated with the donation for the Term, which expense shall be added to the required Donation Amount.

13. A tax receipt for a Donation Amount approved by the Committee will be prepared and issued by the SLRD, provided the amount is in excess of \$100.

14. Donated funds attributable to future maintenance and associated staff time regarding the Commemorative Object shall be held in an account under the Electoral Areas Community Parks service. If after 3 years, the cumulative expenses for maintenance and staff time related to the Commemorative Object are more than 10% in excess of the original estimate, the Director may issue a Notice of Donation Amendment to the donor requiring a lump sum payment of the difference between the original estimate and the revised estimate for the remaining years of the 10 year donation Term or any additional renewal term thereafter.

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15. The risk of substantial damage due to vandalism shall be a risk borne by the donor. If there are sufficient funds remaining on account of maintenance for the balance of the Term such that the Commemorative Object may be repaired, then the Committee may elect to approve the repair subject to the donor replenishing the maintenance account to the extent required. If the Commemorative Object requires replacement due to such damage, the donor shall have the option of paying all associated costs to do so, or may elect to relinquish the donation site to the SLRD and cease any continuation of the donation.

16. Donors will have the opportunity to continue their sponsorship of the Commemorative Object after expiry of the initial Term by paying the then current fee for replacement of the Commemorative Object or the estimated lump sum maintenance and staff time required for its remaining reasonable lifespan. If the donor is not interested in continuing the donation or cannot be contacted within 6 months of the 10 year Term expiring, the Commemorative Object will be removed and/or a new donor will have the opportunity for sponsorship at the site. It will be the responsibility of the donor to keep their contact information current with the SLRD.

17. The SLRD understands that the Commemorative Object may have sentimental value. However, it is not to be considered a memorial or shrine. Therefore, the SLRD respectfully requests that there be no placement of flowers, wreaths, pictures, clothing or other items at, or modifications to, the Commemorative Object.

18. If necessary, the Director may establish a waiting list of individuals, groups or corporations interested in donating a Commemorative Object. This list shall be organized chronologically by the site desired.

19. All donors shall sign a Letter of Understanding acknowledging and agreeing to the terms and conditions of this Policy and any policies, procedures and amendments established pursuant to it, regardless of when those policies, procedure and amendments are adopted.

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Schedule “A”

Commemorative Objects may be eligible for donation at the following lands and premises appurtenant to:

- a. SLRD Office, Pemberton
- b. Britannia Beach Parks and Open Spaces
- c. Britannia Fire Hall
- d. Garibaldi Fire Hall
- e. Birken Fire Hall and Recreation Society Building
- f. Bralorne Fire Hall
- g. Bralorne Pump House
- h. Gold Bridge Water facility
- i. Gold Bridge Community Complex
- j. Gold Bridge Library Facility
- k. Area A Refuse Site
- l. Devine Transfer Station
- m. Haylmore Heritage Property
- n. Bralorne Church
- o. Gates Lake Community Building
- p. Furry Creek Open Spaces
- q. Furry Creek Water and Sewer facilities
- r. Britannia Beach Water and Sewer facilities
- s. Porteau Cove Parks and Open Spaces
- t. Sea to Sky Trail Open Spaces
- u. Area C Trails and Open Spaces
- v. Wedge Woods Subdivision Parkland and Trails
- w. Sonare Subdivision Parkland (Birken Area)

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Schedule “B”

The following Commemorative Objects are eligible for donation at the lands and premises listed in Schedule “A”:

- a. Trees and Shrubs (non-indigenous and bear attractant species generally not permitted).
- b. Park Benches
- c. Picnic Tables
- d. Plaques
- e. Bicycle Rack or other end of trip facilities
- f. Interpretive Trail Signs and Kiosks
- g. Bear Proof Garbage/Recycle Bins
- h. Doggie Bag Dispensers
- i. Structural improvements or additions to premises located on lands in Schedule “A”
- j. Additional Commemorative Objects as may be approved from time to time by the Committee.

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