



POLICY

Policy No. 72 - 300 - 19/09/16
Department: Parks & Recreation

PUBLIC ASSET DONATIONS

STATEMENT:

The Town of Nanton recognizes the opportunity to offer a way for individuals and groups to memorialize or pay tribute to others while enhancing the Town owned lands public lands. This policy provides a clear guideline for residents to participate in the program and to provide an understanding of administration and maintenance responsibilities.

PURPOSE:

This policy will ensure a thoughtful, consistent and appropriate process for memorializing or providing a tribute to individuals, businesses or service groups of the Nanton and district community through the donation of Assets such as benches, trees and other structures, with or without plaques for placement on these features.

RELATED POLICIES:

- Reserves Policy
- Asset Management Policy
- Preventative Maintenance Policy

DEFINITIONS:

Applicant or Donor means the person who signed the original application form or their designate.

Asset within the terms of this policy refers to the physical object donated by an applicant or Donor to memorialize, or pay tribute to others, to be placed within a Town of Nanton **Public Place**, thereby becoming property of the Town of Nanton. Examples of Assets may include benches, picnic tables, refuse or recycling containers, playground equipment, bike racks, decorative landscape rocks or trees.

Public Place means lands under the Town's ownership, management or control, including:

- land developed as a public park, sports or athletic field, playground or recreational area;
- land acquired as Municipal Reserve or Environmental Reserve;
- land developed as a parking lot;
- land developed as a pathway or trail;
- land developed for public utilities;
- cemeteries.

Life Span means the usable term which is generally assumed for the useful life of an Asset. The Life Span of a donated Asset will be determined by the CAO or designate by condition grading; however, if the condition warrants, the Asset may continue to be utilized past its designated Life Span, until such time as the CAO determines, without further obligation to the original Donor.

SCOPE:

This policy applies to all donations of Assets that have been made to the Town of Nanton, including those prior to this policy coming into effect.

Sponsorship of Assets is not addressed in this policy – please refer to the current *Sponsorship Policy* for more information.

ROLES AND RESPONSIBILITIES:

<u>Role</u>	<u>Responsibilities</u>
Municipal Council	<ul style="list-style-type: none">• Approves policy• Approves exceptional donations of substantial Assets that are not addressed within the usual scope of items
Chief Administrative Officer (CAO)	<ul style="list-style-type: none">• Reviews and approves all applications under this policy• Maintain inventory of all donated Assets, with Life Span and periodic condition assessment of each item• Approves exceptions in standard procedure as authorized in the policy.• Informs Council of any significant donation of Asset that is outside the normal standard of items donated for approval• Reviews Policy and brings forward to Council for updates on regular schedule of a minimum 3-year cycle• Sets Fees and Rates for Assets on cost recovery basis, including manpower and equipment for installation and maintenance
Operations Manager or designate (i.e. Dept. Lead Hand)	<ul style="list-style-type: none">• Ensure that written procedures are in place• Evaluates and recommends changes to policy and guidelines• Implement and monitor written procedures• Liaison with Donors in placement of Assets• Ensure inspection and maintenance is conducted on each Asset• Keep maintenance and condition records pertaining Assets and report to CAO on regular basis
Staff	<ul style="list-style-type: none">• Be knowledgeable of policies and procedures and apply them consistently in inspections and maintenance• Report any damaged or missing Assets to the Operations Manager

MAINTENANCE AND REPLACEMENT:

The Town of Nanton shall provide normal maintenance of a donated Asset and its surroundings during its Life Span. Normal maintenance generally includes mowing, raking, pruning, mulching and general cleaning of the grounds around the assets as well as some minor repairs.

Any donated Asset reflects the image of the Town of Nanton and thereby becomes the property of the Town of Nanton at the time of installation.

The Town is not responsible for damaged or stolen Assets.

The Town is responsible to maintain Assets in Town Public Places for the duration of the Assets' Life Span.

If an Asset is damaged, defaced or destroyed to an extent that, in the opinion of the CAO or their designate, replacement is required, this may be done, once only, at no cost to the Donor within five (5) years of the initial placement.

This provision does not apply to trees or other plant matter. In the event that a donated tree should be damaged, die or become diseased, the Town will replace the tree with a landscaped size tree of the same species (if available) for a period of one (1) year after the date of installation.

The Town reserves the right to determine if an Asset is not longer usable or has reached the end of its Life Span. An Asset that has reached the end of its Life Span may be replaced at the Donor's expense.

Condition grading as described in the *Preventative Maintenance Policy* shall guide administration as required.

The replacement of a memorial plaque for whatever reason is the responsibility of the Donor of the Asset. Should the plaque be attached to an Asset which has reached the end of its Life Span, the Town will endeavour to return the plaque to its original Donor. The Donor has the responsibility to update the Town on any change of address so that such a contact can be made.

The leaving of articles, flowers, notes/letters, etc., or decorating the Asset in any manner is not permitted. Any articles left at any Asset will be removed by the Town staff.

LOCATIONS:

The Town of Nanton Staff will approve, identify and maintain a list of approved sites for Assets that will be available for donated Assets. Consideration for placement of the Asset will include the wishes of the Donor.

Locations on Public Lands outside of the listed approved sites may be considered on a case by case basis, subject to review by the CAO or their designate. If approved, any extraneous costs for installation, maintenance, etc. will be clearly defined by the CAO and will be the responsibility of the applicant.

The Town reserves the right to move an Asset that has become damaged or to accommodate any unforeseen future events. The Town will attempt to contact the Donor for consultation prior to re-location.

PURCHASE AND INSTALLATION:

The Town will be responsible for the provision and installation of all Assets and plaques, with regard to high quality, appearance, durability and ease of maintenance.

Funds provided by donors for the purpose of public asset donation will be held in the *Nanton Public Realm Improvement Reserve Fund*, pursuant to the Reserves Policy as conditional donations, until an asset is approved for purchase by the Town. Approved asset purchases made under this policy process will not require a further resolution of Council for the Chief Administrative Officer or designate to release the funds from this reserve for purchase.

The plaque size, font and design specifications will be determined by the Town. Text is subject to approval of the Town.

Applications for Asset donations may be made throughout the year; however, generally installation will only occur during the frost-free period of approximately April 1 to November 15 of the year.

SPECIAL REQUESTS:

There may be other donations possible, other than those expressly listed or contained within this policy, or a special request that may not meet the provided criteria and presents a unique circumstance. The Town may accept those donations subject to a review and approval of the CAO or their designate. If approved, any extraneous costs will be the responsibility of the applicant.

APPLICATION PROCEDURES:

Donors wishing to participate in the Asset Donation Program may do so by completing an application form supplied by the Town of Nanton.

The Donor may select a location based on the list of approved sites and/or Assets available for memorialization or tribute plaques. Location selection will be on a first come, first served basis.

Applications will be accepted throughout the year and shall be reviewed and approved by the CAO, in consultation with the Operations Manager.

Donations for Assets are accepted provided that:

- There is an approved site available, or an approved Asset available, as determined by the Town; and
- The payment in full of the dedication is processed.

In the event the Town of Nanton Asset Donation Program inventory is fully subscribed, a waiting list will be maintained on a first come, first served basis for any available locations.

Asset donations are tax deductible and an official receipt will be issued to the Donor by the Town.

FEES: As per the Town of Nanton Fees and Rates Bylaw, or as otherwise set by the Chief Administrative Officer to ensure full cost recovery for the asset and its installation.

RELATED DOCUMENTS: N/A

ATTACHMENTS: Donation Application

This Policy supersedes the Memorial Tree Donation Policy #72 – 195 – 16/07/18.

This Policy shall be in effect on the date it is approved by resolution of Council.



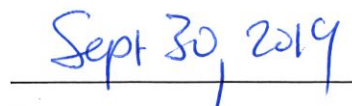
MAYOR



CHIEF ADMINISTRATIVE OFFICER



Date



Date