



## **PARK AMENITIES RECOGNITION/CELEBRATION PROGRAM PROGRAM GUIDELINES - 2020**

### **PROGRAM DESCRIPTION**

The Park Amenities Recognition/Celebration Program provides opportunities for families and friends to donate a park amenity with a plaque within the City of Burlington's parks and open spaces, and along City roads in recognition and celebration of, or in honour of, a life or an event.

### **PLAQUES**

A plaque with a message will be securely mounted on the amenity and is subject to the following conditions:

- The plaque is to convey a positive message which maintains a pleasant atmosphere.
- Exact wording will need to be reviewed and approved by City staff.
- No photographic image on the plaque.
- Design and layout will be set-up by City staff.
- The plaque size will be 3" x 8" for benches. The plaque size for other donation amenities will be dependent on the shape and size of the amenity.
- The plaque material will be cast zinc or stainless steel as pre-determined for the site.
- Upon installation of the donation, the plaque cannot be altered.

Prior to manufacturing of the plaque, the donors will be required to approve and sign off on the final plaque design.

### **AMENITIES**

The amenities for this Program include different types of park furniture such as park benches and bike racks; benches being the most popular choice. Donors can select from a pre-established list of amenities they wish to donate. The specific models of amenities are pre-selected by City staff. A request for a donation of a different type of amenity will be evaluated on an individual basis.

## **LOCATION**

The Program opportunity is available at most parks and open spaces owned or managed by the City, and along City roads. Please note that not all parks or open spaces offer this opportunity.

Based on availability at a particular site, the donor will select an amenity for donation. City staff will work with the donor to determine a specific location for the amenity within the site to ensure overall compatibility with the site's intended design and functionality, and to ensure that there is a balanced number and type of amenities within the site. Proposed amenities along City roads may require public consultation.

The sites will be reviewed on an annual basis and revised as sites reach their maximum capacity for this Program.

## **TIMING**

Donors may request to make a donation at any time. The donor must submit a cheque for the full amount of the donation prior to the City ordering the amenity. The selected location for the amenity can only be reserved once payment has been received by the City.

Donation request and payment must be finalized by mid-August for the amenity to be installed in the same calendar year. Installation of the amenity will take place in late fall. The installation schedule is dependent on many factors therefore the City cannot provide a specific installation date.

## **RECORD**

Records of the Program will be maintained in the City's Parks and Open Space, Capital Works Department. It is the donor's or the alternate contact's responsibility to update the City on any changes to the personal contact information.

## **COST AND TAX RECEIPTS**

This Program is intended to be self-funding. The established price for each donation is determined on an individual basis and will depend on the type of amenity, plaque and cost of installation.

Donation amounts for benches start at \$5,394.00. Costs are evaluated on an individual basis for other amenities. Prices may vary throughout the year due to fluctuation of the Canadian dollar and supply/demand of the amenities.

A tax receipt will be issued to the extent permitted by the *Income Tax Act*.

## **MAINTENANCE**

Both the plaque and the amenity will be the property of the City and will be maintained to the City's standards for the life cycle of the amenity. They will be removed when repair is no longer feasible (as determined by the City) due to damage and deterioration from the natural elements or otherwise. The amenity will be recycled.

The plaque will be given to the donor (or the alternate contact if the donor cannot be located) when the amenity is removed at the end of its life cycle (as determined by the City). In the event that the donor or the alternate contacts cannot be located, the plaque will be stored at a City facility for a period of five (5) years, after which it will be repurposed or destroyed.

The amenity may be temporarily removed for the purpose of maintenance, construction or park festivals and activities.

Public access to the site or the amenity location may be restricted if it is deemed unsafe due to adverse weather conditions or construction.

In the event of vandalism, the City will make reasonable efforts to restore the amenity or the plaque back to its original state but will not replace either item.

The City may permanently change the location of the amenity due to park and road improvement or reconstruction work. The donor (or the alternate contact if the donor cannot be located) will be informed of this change.

Donors are requested to keep celebration gatherings at the amenity small and informal and in keeping with a celebratory atmosphere.

Due to maintenance considerations, the City requests that donors refrain from placing memorial wreaths, flowers or other memorial items at the amenity location. Such items may be removed by the City. As approved through Report PR3/08, the scattering of human and animal remains is not permitted.

To complete the donation, donors will be required to sign a Donor Form (see below) and submit payment for the full amount of the donation.

## **TO MAKE A DONATION**

To coordinate a donation and determine details such as location and donation amount, please contact the city by telephone at: 905-335-7600, ext. 7799 or by email at: [peggy.lei@burlington.ca](mailto:peggy.lei@burlington.ca).

## **DONOR FORM AND PAYMENT**

To complete the donation, donors will be required to sign a Donor Form and submit payment for the full amount of the donation.