

Memorial Donations Policy

Policy No. 4.6.0

Date of Policy: May 23, 2017

Revision:

Motion Number: 10(a)(ii)

1. PURPOSE

To provide policy guidelines which allow citizens the opportunity to donate memorial and gift items to the Town of Nipawin to enhance programs, civic facilities, equipment, public parks, and open spaces.

2. DEFINITIONS

2.1 Memorial - a contribution made in memory of a person or persons with no business advantage sought or expected in return for support.

2.2 Gifts - a contribution made in celebration of an event, or made to improve public parks, open space, and/or civic facilities. There is no business advantage sought or expected in return for support.

2.3 Planned Giving Program - a contribution in the form of bequests, trusts, annuities, or life insurance. There is usually no business advantage sought or expected in return for support. These contributions are of a deferred nature as the recipient must wait until the contribution matures.

3. POLICY

3.1 Contributions

a) The Town may approve any tree, bench, or play structure contributions that fit into the functional and aesthetic purpose and design of the space for which they are intended and which do not conflict with any other established agreements. The Town reserves the right to decline any contribution or to recommend an alternate location.

b) Only contributions meeting the design specifications of the Town of Nipawin will be accepted.

c) The donor will be responsible for the cost of the item and any applicable on-site recognition.

d) Contributions may include, but are not limited to trees, benches, picnic tables, garbage receptacles, play structures, funding for programming, or a combination of the above items.

3.2 Location

a) Contributions may be located in designated areas in parks, recreational facilities or other public spaces as long as they do not conflict with the overall design and purpose of the space for which they are intended and/or do not conflict with any other established agreements.

b) Memorial trees or shrubs be allowed in any town-owned parks/green spaces, excluding boulevards (example Centre Street) and/or the boulevard portion of properties.

c) The Town reserves the right to determine final location.

d) The Town reserves the right to move a bench or tree at any time to accommodate unforeseen future events.

3.3 Maintenance of Contributions

a) Regular maintenance will be provided by the Town to keep the contribution in a safe and useable condition. Items that are contributed will not be replaced if they have deteriorated beyond repair, or if they are damaged due to theft or vandalism. The donor will be informed of this condition as part of the terms of acceptance of the contribution.

b) If a memorial bench/play structure becomes unsafe or unsightly, the Town of Nipawin will give the donor the first opportunity to purchase a new bench at the current fee for replacement. If the donor is not interested in continuing the donation or cannot be contacted (within six months), the bench 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 current with the Town of Nipawin.

3.4 Recognition

Contributions within the scope of this program will receive recognition as follows:

a) All contributions will be recognized with a certificate.

b) A plaque may be allowed where it can be incorporated into the item that is contributed. The Town shall allow plaques for recognition of donor trees. The plaque design and text must be submitted to the Town for approval.

c) Flat ground level markers made of durable and non-corrosive materials (example granite, marble, bronze) be allowed to be placed next to memorial trees/shrubs. Such plaques are to be limited in size to 12 inches x 6 inches.

e) The Town of Nipawin is not responsible for replacement of plaques that have been damaged due to theft or vandalism.

f) An income tax receipt will be issued to the donor by the Town of Nipawin for items that are contributed and qualify and will be valued as prescribed by the Income Tax Act of Canada.

4. RESPONSIBILITIES

4.1 The Parks & Recreation Department shall review each memorial application for approval.

Families/friends are encouraged to provide initial care of the tree/shrub (example – watering) during the first growing season.

5. APPLICATION

Application must be made in writing on the appropriate form provided below.

Memorial Trees/Shrubs Program Application Form/Permit



The planting of Memorial Trees/Shrubs is permitted under the following criteria:

1. That memorial trees or shrubs be allowed in any town-owned park/green spaces, excluding boulevards (example Centre Street and/or the boulevard portion of properties).
2. That flat ground level markers made of durable and non-corrosive materials (example: granite, marble, bronze) be allowed to be placed next to the memorial trees/shrubs. Such plaques to be limited in size of 12 inches by 6 inches.
3. That the Town will not be responsible for costs associated with plants/markers, or any future costs such as damages from vandalism, stolen markers, etc.
4. That written permission be obtained from the Parks & Recreation Department for the planting of a tree/shrub including the actual site of the planting.
5. That families/friends be encouraged to provide initial care of the tree/shrub (example: watering) during the first growing season.

It is further understood by the applicant/next of kin that the Town of Nipawin will be allowed in the future to move/remove the tree for reasons such as disease, hazard, construction, etc. In such case, a new tree will be planted in a new location, or the tree will be transplanted if feasible.

APPLICANT NAME: _____

ADDRESS: _____ PHONE: _____

IN MEMORY OF: _____

PREFERRED LOCATION OF BENCH: _____

APPLICANT SIGNATURE: _____

DATE: _____

For office use:

APPROVED BY: _____

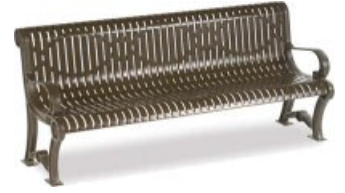
DATE: _____

APPROVED LOCATION: _____

Memorial Tree/Shrub Program Inquiries:

Chelsea Corrigan, Parks & Recreation Department
P.O. Box 2134, Nipawin, SK. S0E 1E0 306-862-9866 c.corrigan@nipawin.com

Memorial Bench Program Application Form/Permit



Memorial Benches are a wonderful way to enhance and beautify our community parks.

Memorial Benches are of a black metal classic design to allow for durability and consistency with new benches placed in the downtown core and public parks within the Town of Nipawin.

1. All locations are subject to the approval of the Director of Parks & Recreation.
2. The Town of Nipawin will not be responsible for damaged or vandalized plaques or benches.
3. The Town reserves the right to move benches at any time.
4. The Town reserves the right to determine the level of maintenance required.
5. The Town of Nipawin will be responsible for the purchase and installation of the memorial bench. The applicant will be invoiced for the cost of the bench and the invoice must be paid in full prior to ordering the bench.
6. If the memorial bench becomes unsafe or unsightly, the Town of Nipawin will give the donor the first opportunity to purchase a new bench for the current fee for replacement. If the donor is not interested in continuing the donation or cannot be contacted (within six months), the bench 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 Town of Nipawin.

APPLICANT NAME: _____

ADDRESS: _____ PHONE: _____

IN MEMORY OF: _____

PREFERRED LOCATION OF BENCH: _____

APPLICANT SIGNATURE: _____

DATE: _____

For office use:

APPROVED BY: _____

DATE: _____

APPROVED LOCATION: _____

*Plaque to be inserted on back rest in middle of bench.
Approximate cost is \$1,800-\$2,000/bench.*

Memorial Bench Program Inquiries:

Chelsea Corrigan, Parks & Recreation Department
P.O. Box 2134
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