

COMMUNITY GIFTING PROGRAM

Procedure Number: CS-03PR
 Approved by: City Manager
 Last Review Date: June 20, 2024
 Procedure Owner: Parks and Cemeteries

PURPOSE

This procedure establishes the comprehensive guidelines and processes for the application, acceptance, placement, and long-term maintenance of bench dedications within the City of Lethbridge. It ensures that donations through the Community Gifting Program are managed effectively, considering long-term maintenance costs, aesthetic impacts, and compliance with the City’s values and standards. This procedure aims to provide a transparent and consistent framework for Dedicators, maintaining the integrity and appearance of green spaces while fostering community contributions.

DEFINITIONS

Term	Description
<u>Dedicatee:</u>	The individual or official community group who will be the subject of the commemoration referred to on the plaque.
<u>Dedicator:</u>	The individual or official community group applying to the Community Gifting Program, or their designate, as set out in the original application.
<u>Green Space:</u>	Land under the City’s management and control including: <ul style="list-style-type: none"> • City owned 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.
<u>Fee Schedule:</u>	The Community Gifting Fee Schedule that sets out the required amounts to be paid by a Dedicator for a bench dedication.

PROCEDURE

I. Application Process

- i. Dedicators wishing to participate in the Community Gifting Program may do so by completing an application form.
- ii. Dedicators will select a location based on the list of approved benches and approved sites that are available for bench donation.
- iii. Applications will be accepted throughout the year and shall be reviewed by City staff.
- iv. Payment for bench dedications are accepted provided that:
 - i. There is an approved bench or an approved site for a bench available as determined by the City; and
 - ii. Payment in full for the dedication is received, in the amount set out in the Fee Schedule.
- v. In the event the Community Gifting Program inventory is fully subscribed, the potential applicant can choose to join a waiting list for further updates.
- vi. The City reserves the right to refuse any application on any grounds, including and not limited to dedications that the City may deem are of a publicly controversial nature or fictitious character. If circumstances arise that require a purchased item to be removed, the Director or designate will make every effort to contact the Dedicator to advise them of such removal.
- vii. Plaque wording shall always be subject to approval by the Director or designate. Wording shall be in recognition of the Dedicatee and in general, wording will not be permitted if it:
 - a) In the opinion of the City it does not reflect the City's values or would bring disrepute to the City or would otherwise violate any of the City's applicable laws or policies.
 - b) Represents a trademarked brand, unless authorized otherwise by the City Manager.
- viii. It is the Dedicator's responsibility to provide the City with their most up to date contact information.
- ix. The City will only deal with the Dedicator or their designated representatives authorized by the Dedicator (i.e. If the Dedicator becomes deceased)

II. Fees

- i. The Community Gifting Program is intended to be operated on a full cost recovery basis with fees to be reviewed annually and may be subject to change.
- ii. The dedication fee listed in the fee schedule is required to cover the purchase, installation, maintenance and administrative costs of approved benches and plaques.
- iii. The donor shall pay in advance the full cost to purchase, supply, deliver and install the bench and plaque including any necessary concrete surface and, or, installation work required for the bench, as agreed upon through the application process.

III. Term

- i. The dedication term for a bench is fifteen (15) years from either:
 - i. The date of installation (for new benches)
 - ii. The date of refurbishment (for existing benches)
- ii. The upkeep and maintenance of the bench and plaque is the responsibility of the City during the fifteen (15)-year term. Once the 15-year term is complete, the bench will remain installed until the end of the bench life cycle or it needs to be replaced due to damage/vandalism, both of which are in the sole discretion of the City.
- iii. Prior to the end of the dedication term, a renewal notice to offer a single term extension of fifteen (15) years will be sent to the original Dedicator.
 - i. The fee will be based on the most current fee schedule at the time of offer.
- iv. The Dedicator will have One Hundred and Twenty (120) days to respond to the renewal offer. If the original Dedicator opts not to renew the term or fails to respond to the renewal notice, the plaque may be removed and disposed of in accordance with the then current recycling standards. The bench may then be re-dedicated to another requestor at the end of the original term.
- v. It is the responsibility of the Dedicator to contact the City if they wish to have the plaque returned (at the Dedicator's own expense). The City will only hold onto the plaque for six months from the term end date.
- vi. The maximum term for a bench dedication is thirty (30) years.
 - i. The Dedicator may pay for up to two consecutive "terms" in advance, each term being fifteen (15) years, for a possible "total term" of thirty (30) years.
 - ii. If a Dedicator wishes to extend the dedication past thirty (30) years, the Dedicator will have to reapply for a new bench.

IV. Location

- i. The City will approve, identify, and maintain a list of approved benches and potential sites that are available for bench donation.
- ii. Not all benches located in the City may be considered for dedication.
- iii. The City reserves the right to re-locate a bench or plaque, in the eventuality that such a move is necessary. The City will attempt to contact the Dedicator for notification prior to re-location.

V. Benches and Plaques

- i. Benches are the property of the City.
- ii. Bench style will follow the City's standards for benches in parks.
- iii. The City is responsible for the purchase and installation of all benches and dedication plaques.
 - i. Due to concerns for risk management, maintaining quality and safety during bench installation, substitution of other providers, volunteer work shall not be permitted.
- iv. The City is responsible for maintaining benches.
 - i. If a bench is damaged, defaced or destroyed to the extent that, replacement is required, the Director or designate may, at their sole discretion, waive the costs associated.
- v. The City will determine plaque styles, size, font and design specifications.
- vi. The City will have final approval of the content on the plaques.
- vii. The City is not responsible for the replacement of plaques that have been damaged due to theft or vandalism

REVISION HISTORY

Review Date	Description
June 20, 2024	New Procedure – Effective Date.