



Town of Qualicum Beach

Policy Manual

**Subject: Buildings and Grounds –
Dedication of Amenities**

Policy Number: 4002-11

Purpose To establish a process to sponsor or renew sponsorship of amenities within the Town of Qualicum Beach.

Policy Individuals may provide a memorial or dedication on Town amenities by paying a fee to sponsor the amenity for a set period of time.

Glossary **Amenity** - Something that helps to provide comfort, convenience, or enjoyment. Could include, but is not limited to: a bench, a trail, a tree, a statue, or public art, etc.

Bench - A long seat for several people, usually made of wood/composite material, metal, and/or stone. Typically, "a park bench"

Picnic Table - A combination of a table and seating, usually connected, designed for outdoor dining. It is typically made of metal or concrete and wood or synthetic boards.

Procedure The Town of Qualicum Beach will maintain benches and other amenities on Town property as outlined in *Level of Service 1002 – Benches and Picnic Tables*

Amenities may be sponsored by residents, corporations, or groups for a one-time fee that covers a set duration of time. The fee structure for the sponsorship is as outlined in TABLE A. Priority of amenity selection by sponsors, will be for existing amenities, i.e. to sponsor existing benches or picnic tables already on pads.

TABLE A: FEE STRUCTURE AND DURATION

Amenity	Sponsorship Rate	Duration of Term in Years
Standard Bench with one Plaque (Type I)	\$2,800	10
Decorative Bench with one Plaque (Type II)	\$3,000	10
Standard Picnic Table with one Plaque	\$3,100	10
At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	\$150	During Amenity Term
Plaque removal and installation of replacement plaque at request of sponsor during term	\$400	During Amenity Term
<i>Once the donation to sponsor an amenity is processed, the Town Finance department will issue a thank you letter and tax receipt (excluding additional plaque fees).</i>		

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The sponsorship will include one plaque with a size suitable for installation on the type of amenity:

- (a) 1 full size plaque

Plaques will be installed at the time of amenity installation for subsequent engraving during the term. The cost of the plaque is included in the original application fee. Plaques will be maintained or replaced, if necessary, by the Town of Qualicum Beach. The wording on all plaques is subject to the approval of the Town and availability of space

Dedication by Council

In addition to benches installed through sponsorship, some benches are installed as a result of Council dedications classed as Town-owned, are not available for sponsorship, and are maintained by the Town.

Council, by adoption of this Policy No. 4002-11, authorizes staff to install a Council dedication bench classed as Town-owned (not available for sponsorship) to be maintained by the Town, with a plaque recognizing their service to the community for each member of Council or Town employee who passes away during the term they are serving on Council or during their employment as staff for the Town of Qualicum Beach.

Terms and Conditions

1. The Program permits a sponsorship and installation of a plaque on an amenity (bench, picnic table, etc.) to be located within the boundaries of the Town of Qualicum Beach. The wording on the plaque must be approved by the Town of Qualicum Beach. The use of dates that indicate lifetime may not be used. Wording will be non-denominational and kept in the present tense to keep the theme of the inscriptions uplifting and inspirational while still honouring the person who is the subject of the donation.
2. The location of the amenity will be subject to availability, and at the discretion of the Town, and the Town shall have final approval of the amenity type and location.
3. The Town reserves the right to relocate or remove the sponsored amenity whenever necessary. All reasonable effort will be made to notify the sponsor if their amenity is affected, and a suitable alternative found if the amenity is still under sponsorship.
4. Installations are subject to staff availability and may be deferred to accommodate priority works. Installations will be on a first come, first served basis within the context of operational requirements outlined in *Level of Service 1002 – Benches and Picnic Tables*.
5. The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site. Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted. Further, the sponsor acknowledges and agrees that the Town is not responsible for

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any loss, costs, or other claims arising out of this agreement in the event the amenity or the plaque is damaged and cannot be replaced, other than finding a suitable alternative or return or repair of the plaque.

6. The sponsored amenity is, and remains the property of the Town of Qualicum Beach and may be disposed of according to Policy 6000-4 – Disposal of Municipal Assets.
7. The identity of sponsor becomes public record. Names may be published to acknowledge a sponsor.
8. Personal information in this agreement is collected for the purposes of fulfilling the requirements of this agreement under the authority of s.26(c) of the *Freedom of Information and Protection of Privacy Act*. By agreeing to sponsor an amenity you are providing the Town with your consent to collect your personal information that will be used by Town to manage the program. Information will be kept on file for the duration of the sponsorship and any renewals plus two years for legal retention purposes. For questions regarding the collection and use of your personal information, please contact the Corporate Administrator of the Town of Qualicum Beach at 250.752.6921.
9. The sponsor has sole responsibility to ensure the Town has the sponsor's current and complete contact information
10. No less than six months and no greater than one year prior to the expiration of the Term, the sponsor has sole responsibility to inform the Town in writing of their desire to renew the agreement, failing which the agreement will conclude and the Town will attempt to return the plaque to the sponsor, without further notice to the sponsor.
11. The cost of renewal will be determined by the fees being charged at that time.

The Town of Qualicum Beach agrees that:

1. It is responsible for the acquisition and installation of the plaque and amenity
2. It is responsible for the maintenance of the amenity in accordance with the Town's normal maintenance standards, as outlined in *Level of Service 1002 – Benches and Picnic Tables*, and as determined by the Town in its discretion from time to time
3. If an amenity is damaged, destroyed, or defaced to an extent that in the opinion of the Town repair or replacement is required, it will be done at no additional cost to the sponsor
4. It is responsible for the maintenance of the site as part of its standard maintenance practices and in respect of the natural site characteristics and any existing applicable bylaws, agreements and/or regulations

Responsibility Manager of Operations
 Parks Foreperson(s)
 Employees

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- References**
- Town of Qualicum Beach Policy 6000-4-Disposal of Municipal Assets
 - Town of Qualicum Beach–Level of Service 1002–Benches and Picnic Tables
 - City of Parksville Policy 3.42 – Dedicated Memorial Bench and Tree Plantings
 - Saanich Parks & Recreation – Park Amenity Donation Program
 - RDN – Park Amenity Donation Terms and Conditions
 - Resort Municipality of Whistler – Tribute Plaque Agreement

- Distribution**
- Council
 - All Departments

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