



# Parks Donation Program

[penticton.ca](http://penticton.ca)



616 Okanagan Avenue East  
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(250) 490-2500  
[www.penticton.ca](http://www.penticton.ca)

April 1, 2024

# Parks Donations Program

## AN INVITATION....

The City of Penticton invites donations from any individual, organization or service group to be made towards park and public space improvements, including park benches, picnic tables, bike racks, trees, dog pet stands or other park improvement projects.

## PROCESS

Thank you for your interest in our Parks Donations Program. Many of the amenities located in our parks today were previously donated through the generosity of individuals or organizations such as yourself. Your donation will be enjoyed by many park visitors for years to come.

The first step in making a donation is reviewing the Program Guidelines and contacting the City of Penticton Parks Department. Our Parks staff will work with you to discuss and review your donation options.

The Parks Department prefers to meet with a potential donor on-site to review and decide:

- 1) the item being donated,
- 2) the exact location your donation will be located,
- 3) confirmation of the plaque wording or letter of appreciation,
- 4) any other donation details.

Parks staff will assist you in processing your donation and the City of Penticton will mail you a tax receipt.

When your donation is installed, you will receive a thank you letter from our Parks Department.

For large parks projects, you will be invited to attend a project 'Opening Ceremony' to recognize donors and celebrate the project completion.

## GUIDELINES

1. The City and Donor must both agree on the donation item and location. The City will have final approval of available sites and specific locations for the addition of new park amenities.
2. The item donated is City property. The City will maintain the donated item as part of its regular inventory, at no further cost to the Donor, for fifteen years from the time of installation. 'Pet Stands' are maintained for five years.
3. The City reserves the right to relocate the donated item, if necessary. If a change to the City's infrastructure requires that the donated item be removed, the City will make an effort to replace the item within a reasonable proximity to the original location. If this is not achievable, the City reserves the right to relocate the item to a suitable location determined by the City.
4. The City reserves the right to change the standard for the donated item. In the event that the standard is changed and an item(s) will be changed before the fifteen-year timeline expires, the donor will be given the opportunity to re-donate for the new item, at a prorated cost.
5. At the end of the 15 year Donation period, after consideration of furniture style, location, design, and overall condition, the City at their discretion may offer the original purchaser the opportunity to have the bench or table renewed and maintained for an additional 10 years at a cost of 50% of the current donation price. If the Donor is not interested in continuing the Donation, or cannot be reached within three months prior to the end of the Donation period expiring, the Donation will be removed and the plaque returned to the original Donor. After a total term of 25 years the donation lifecycle is deemed complete and the space will be made available to a new donor. It will be the responsibility of the original Donor to keep their contact information current with the City of Penticton.
6. Plaques – commemorative plaques are included in the price of the donation for new benches, picnic tables, bike racks, pet stands and other park improvement projects. Plaques are not included for furniture renewal, tree or park stewardship donations.
7. Plaque sizes and materials are standardized and determined by the item being donated. Oversized plaques are not permitted.
8. Plaque wording – donors are encouraged to choose messages that are uplifting, inspirational or promote enjoyment of the park area. Plaques are not intended to serve as replacements for appropriate memorial markers. Dates indicating lifetime and wording that serves to create a memorial of a deceased person will not be permitted. Examples of permitted wording may include, but not limited to: 'Enjoy the view', 'Forever Loved', 'Loved by All', 'A Favourite Place', nicknames, popular quotations, etc. The City reserves the right for final approval of plaque wording.
9. Letters or Certificates of Appreciation are mailed to all donors. Donors may choose to have these mailed to friends or loved ones as a gift.
10. Placement of memorial wreaths, flowers or other items or any modifications to the donated item will not be permitted.
11. Program costs are based on current development standards. Program costs are subject to annual review, or if standards are changed.
12. If multiple people are contributing to a single donation, then all donations funds must be collected by one donor. Tax receipts will be made out to the 'Donor', unless a letter is provided at the time of payment indicating names, addresses and amounts for other donors.
13. All reasonable effort to contact the donor(s) will be made at the end of the 15 year Donation period. It is the donor(s) responsibility to update their contact information with the City, i.e. address and phone number changes. At the end of the 15-year Donation period, if the donor does not wish to renew their bench or picnic table, the City will remove the plaque, and the site will be offered to a new donor.
14. The City will not be held responsible for unclaimed plaques.

## DONATION ITEMS

### PARK BENCH – NEW - \$2,790

Commemorate a park bench in a park or along a walkway. The commemorative plaque is included.



### PARK BENCH – RENEWAL - \$1,395

Renew a previous bench donation for 10 years. Renewal includes new paint and boards; existing plaque re-used. Eligible benches are determined by the City at locations where the bench standard has not changed. Additional or new plaques will be at an additional cost.

### PICNIC TABLE – NEW - \$3,320

Commemorate a picnic table in a park. The commemorative plaque is inlaid into the top of the table. Wheelchair accessible tables are optional; some sites may be designated as accessible table locations.



### PICNIC TABLE – RENEWAL - \$1,660

Renewal includes new paint and boards; existing plaque re-used. Eligible tables are determined by the City at locations where the table standard has not changed. Additional or new plaques will be at an additional cost.

### PLAQUE ADDITION OR REPLACEMENT - \$458

Add a second plaque, or update the existing with a new inscription.

With the consent of the original donor, a second plaque may be added to an existing bench. The second plaque will be placed on the bench for the remainder of the bench donation period. At the end of the bench donation period, both plaques will be removed and returned to their original donor.

Contact the Parks Department at 250-490-2500 if you are unsure of the time remaining on your bench donation period.

### TREE PLANTING - \$560

A tree will be planted in a City park, boulevard or trail. Donors receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one as a gift. Location of tree not specified or tracked.



### BIKE RACK - \$1,160

Donate a bike rack to be placed at a park, beach or along a trail. Commemorative plaque included.

### PET STAND - \$353

Donate a 'Pet Stand' dispenser to be installed at a park or along a walkway. Donors can choose to have a photo of their favourite pet(s) included on the dispenser. (Note: this item includes as five year maintenance agreement).



### **PARK IMPROVEMENT PROJECTS – Various costs**

Sponsor or donate towards a new park improvement project. Examples include gazebos, park shelters, playground equipment, landscape development and more. Or, sponsor an entire project and the project will be named on behalf of the donor. All donors are recognized on a Project Dedication plaque.

- Platinum Sponsor - \$10,510
- Gold Sponsor - \$3,160
- Silver Sponsor - \$788



Donations are collected until the project is completely funded; time restrictions may apply depending on the project. For a list of current project opportunities, please refer to our website or contact City Parks staff.

### **HANGING BASKET SPONSOR - \$273**

Sponsor a hanging basket for the season. A sponsor recognition plaque will be installed on the hanging basket post. Donors will receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one as a gift.



### **FLORAL DISPLAY SPONSOR - \$2,730**

Sponsor one of our spectacular floral garden displays for the entire season. Locations include Gyro or Rotary Parks. A sponsor recognition plaque will be installed at the garden. Sponsors will receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one as a gift.



### **PARK STEWARDSHIP - \$221**

Make a contribution towards the upkeep of your favourite park, trail or beach. Donors will receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one as a gift.



# Parks Donation Application Form

City of Penticton Parks Department

616 Okanagan Avenue East

Penticton, BC V2A 3K6

Phone: 250-490-2500 E-mail: publicworks@penticton.ca

penticton.ca

**DONATED ITEM:** Please indicate what you would like to donate or sponsor:

- Bench (new) - \$2,790
- Bench (renewal) - \$1,395
- Picnic Table (new) - \$3,320
- Picnic Table (renewal) - \$1,660
- Park Improvement Project - Select donation level:
  - Platinum (\$10,510)
  - Gold (\$3,160)
  - Silver (\$788)
- Tree - \$560
- Bike Rack - \$1,160
- Pet Stand - \$353
- New/Add a Plaque - \$458
- Hanging Basket - \$273
- Floral Display - \$2,730
- Park Stewardship - \$221

*\*Pricing includes all costs including installation\*, maintenance and taxes.*

**LOCATION OF DONATION ITEM\*:** \_\_\_\_\_

- \*Note:**
1. Prior to submitting the donation, the location must be verified by authorized City Park's staff.
  2. The timeline for installation varies; however, our crew typically is **unable** to install plaques from **May-September** due to operational demands during that time.

**DONOR CONTACT INFORMATION:**

**ALTERNATE CONTACT INFORMATION:**

NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY & POSTAL CODE:		CITY & POSTAL CODE:	
PHONE:	E-MAIL:	PHONE:	E-MAIL:

**GIFTING:** If this donation is being made as a gift to another person, then please provide below the name and address of the person who will receive a Letter of Appreciation from the City:

**PLAQUE WORDING:** Donors are encouraged to choose messages that are *Uplifting, Inspirational or Promote Enjoyment* of the park area. To honour a person, consider wording that captures a piece of their personality, the best advice they gave, or a favourite memory of them.

For Example:

- 'Your Laughter Will Always be Music to Our Ears'
- 'Racing Through the Forest, Over the Mountains, Jumping into the Lake...Thank you [Name] for the Adventure'
- '[Name]'s Favourite Place to Sip Coffee & Converse'
- 'It's a Good Day to Make a New Friend. [Name] Met Many Here.'
- 'Pause to Listen to the Whisper of Leaves & the Murmur of Waves.'

Plaques are not intended to serve as replacements for appropriate memorial markers. Dates indicating lifetime and wording (such as 'In Loving Memory' and 'Rest in Peace') that serves to create a memorial of a deceased person will not be permitted. The City shall approve all plaque wording.

As a Guideline for fit, we suggest a maximum of 6 lines of 35 letters and spaces per line.

For Pet Stands: Donor or Pet name only. For Hanging Baskets & Floral Displays: Donor or Honoree name with up to 32 letters and spaces.

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**I have read and consent to the guidelines of the Parks Donation Program:**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_