	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Department:</b>	<b>MOS-2001</b> <b>Legacy Giving Program</b> <b>September 23, 2024</b> <b>Parks, Recreation &amp; Facilities</b>
<b>Revisions:</b>	<b>November 24, 2015</b>

**Policy Statement:**

The Legacy Giving Program Policy provides a creative and lasting way for members of the public to recognize and honour others through a lasting tribute in the form of a tree or a bench. The tax-deductible contributions made through this program will also benefit the users of the Town of Vegreville parks, trails, and green spaces.

**1.0 Reason for Policy**

- 1.1 To provide an opportunity for any person to memorialize individuals or important events in a meaningful way, while enhancing Town of Vegreville owned green spaces.
- 1.2 To encourage tree and bench dedications while at the same time managing the aesthetic impacts and mitigating on-going maintenance costs.

**2.0 Definitions**

- 2.1 **Dedication** means a bench, tree, and/or plaque donated to memorialize individuals or events.
- 2.2 **Donor** means the person who signed the original application for dedication.

**3.0 Responsibilities**

**3.1 Town Council to:**

- 3.1.1 Approve by resolution this policy and any amendments.
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

**3.2 Chief Administrative Officer (CAO) to:**

- 3.2.1 Implement this policy and approve procedures.

- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

**3.3 Director/Manager of the Department to:**

- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the CAO of necessary policy or procedure amendments.
- 3.3.4 Understand, and adhere to this policy and procedure.
- 3.3.5 Ensure employees are aware of this policy and procedure.

**3.4 All Employees to:**

- 3.4.1 Understand and adhere to this policy and procedure.

**4.0 General Conditions**

- 4.1 The Legacy Giving Program is administered by the Parks, Recreation & Facilities Department on behalf of the Town of Vegreville. All costs associated with the program are the responsibility of the Donor. An official tax receipt will be issued for the value of each donation.
- 4.2 Appendix 'A', Legacy Giving Program Application form must be completed and submitted to the Parks, Recreation & Facilities Manager. The Parks, Recreation & Facilities Manager will contact the Donor within ten (10) business days to determine all details of the Dedication and Dedication fees.
- 4.3 Appendix 'B', Legacy Giving Program Agreement must be completed and payment for the Dedication must be received in full by the Parks, Recreation & Facilities Manager from the Donor before any Dedications are purchased.
- 4.4 The Parks, Recreation & Facilities Department will manage the ordering and installation of any Dedication.
- 4.5 Once the Dedication is installed, it becomes the property of the Town of Vegreville and is for the use and enjoyment of the general public.
- 4.6 Wording and font on all plaques must be approved by the Parks, Recreation & Facilities Manager prior to installation.
- 4.7 In the event the Town's Legacy Giving Program inventory is fully subscribed, a waiting list will be maintained on a first come, first serve, basis.

- 4.8 In accordance with the Town of Vegreville Records Management & Retention Bylaw, the Town shall maintain a record of each Dedication, including the name of the Donor, the date, type of donation and location, the name of the person being memorialized, and the date completed.

## 5.0 Fees

- 5.1 The Legacy Giving Program is intended to operate on a full cost recovery basis.
- 5.2 The Dedication fee is required to cover all costs of approved Dedications, whether new or existing. The Dedication fee includes maintenance by Town resources of a standard bench and/or plaque for a ten (10) year period or tree for a twenty (20) year period or the useful life of the Dedication, whichever comes first.
- 5.2.1 Dedication fees for tree donations include, but are not limited to, the cost of purchase, delivery, plaque (optional), planting, maintenance, landscaping, and 15% administration fee.
- 5.2.2 Dedication fees for bench donations include, but are not limited to, the cost of purchase, freight, concrete base, plaque (optional), installation, maintenance, landscaping, and 15% administration fee.
- 5.3 A limited number of existing benches will be available to low-income residents for the purpose of memorializing an individual honouree. In this instance, the donor would only need to purchase the plaque and maintenance fees as determined by section 5.2. Donors may apply by: submitting an application; providing documentation of residency; and providing proof of low-income status per federal guidelines.
- 5.4 Dedications will be approved and accepted provided that:
- 5.4.1 there is an approved location for a Dedication available as determined by the Town; and
- 5.4.2 the payment in full for the Dedication is received.
- 5.5 Dedications are tax deductible and official receipt will be issued by the Town.

## 6.0 Legacy Giving Program – Tree Donation

- 6.1 The Donor will work directly with the Parks, Recreation & Facilities Manager to select the type of tree and location for the donation.
- 6.2 For the health and survival of the tree, planting will take place during the spring or fall planting season. Planting will be arranged by the Town of Vegreville. The Donor will be advised when planting is completed.

- 6.3 Memorial plaques are not permitted on trees; however, they may be placed on the ground at the base of the tree, in the form of a stone or post, at the cost to the Donor.
- 6.4 A ceremonial gathering is permitted after tree planting is complete, but must be arranged in advance with the Parks, Recreation & Facilities Manager.
- 6.5 The dedication term for a tree is twenty (20) years from the date of planting or the healthy lifespan of the tree, whichever comes first. Within this time, the dedicated tree will be maintained by the Town.
- 6.6 The Donor will have first right of refusal to complete an extended agreement upon the completion of a dedication term. The Town will notify the Donor at least six (6) months prior to the end of the dedication term.
  - 6.6.1 If the original Donor opts to not renew within ninety (90) days of notice sent by the Town, the plaque may be removed, and the tree will continue to be maintained by the Town.
- 6.7 Tree donations will only be removed for the health of the tree, the health of the trees surrounding it, or redevelopment of the land. To the extent practicable, notice may be sent to the Donor to ascertain whether the Donor would like the plaque returned. The Donor has the responsibility to update the Town on any change of address so that such contact can be made.
- 6.8 The Donor may request to have the plaque returned to them by contacting:

Town of Vegreville Parks, Recreation & Facilities  
Box 640 4509-48 Street  
Vegreville, AB T9C 1K8  
780-632-6403

## 7.0 Legacy Giving Program – Bench Donation

- 7.1 The Donor will work directly with the Parks, Recreation & Facilities Manager to select the type of bench and location for the donation.
- 7.2 Only Town approved benches with a concrete foundation are permitted.
- 7.3 Only one plaque is permitted on each bench at the cost to the Donor.
- 7.4 Benches will only be installed during the frost-free period of the year (approx. May to September). Installation will be arranged by the Town. The Donor will be advised when the installation is completed.
- 7.5 A ceremonial gathering is permitted after bench installation is complete, but must be arranged in advance with the Parks, Recreation & Facilities Manager.

- 7.6** The dedication term for a bench and plaque is ten (10) years from the date of installation or the useful life of the donation, whichever comes first. Within this time, the dedicated bench, and/or plaque will be maintained by the Town in its original location.
- 7.7** To the extent practicable, notice may be sent to the Donor at the end of the dedication term to ascertain whether the Donor would like the plaque returned. The Donor has the responsibility to update the Town on any change of address so that such contact can be made.
- 7.8** The Donor will have first right of refusal to complete an extended agreement upon the completion of a dedication term. The Town will notify the Donor at least six (6) months prior to the end of the dedication term.
- 7.8.1** If the original Donor opts to not renew within ninety (90) days of notice sent by the Town, the plaque may be removed, and the bench may be rededicated at any time.
- 7.9** At the end of the dedication term, the plaque will be removed to allow for other dedications and/or bench removal or replacement. The Donor may request to have the plaque returned to them by contacting:

Town of Vegreville Parks, Recreation & Facilities  
Box 640 4509-48 Street  
Vegreville, AB T9C 1K8  
780-632-6403

## **8.0 Maintenance**

- 8.1** Dedications are the property of the Town.
- 8.2** The Town is responsible to maintain Dedications for the duration of the dedication term.
- 8.3** Within the dedication term, the Town will replace, at no cost to the Donor, a bench dedication plaque if it is damaged or stolen.
- 8.4** If a bench is damaged, defaced or destroyed during the dedication term to an extent that, in the opinion of Administration, replacement is required, Administration will work with the Donor to determine an appropriate cost for replacement. In the event there is recurrent vandalism refer to 9.1.
- 8.5** If a tree is damaged or destroyed during the dedication term, Administration will replace the tree at no cost to the Donor.

## **9.0 Relocation**

- 9.1** The Town reserves the right to relocate a bench or plaque, in the eventuality that such a move is necessary (i.e. bench is subject to recurrent vandalism, the public lands are scheduled for redevelopment, servicing upgrades etc.). The Town will attempt to contact

the Donor for consultation prior to the relocation.

## 10.0 Appendix

### 10.1 Appendix 'A'

#### 10.1.1 Legacy Giving Program Application

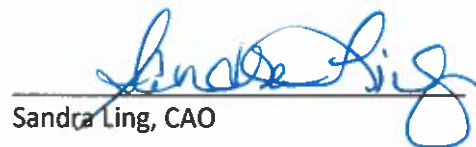
### 10.2 Appendix 'B'

#### 10.2.1 Legacy Giving Program Agreement

## 11.0 End of Policy



\_\_\_\_\_  
Mayor Tim MacPhee



\_\_\_\_\_  
Sandra Ling, CAO

**APPENDIX A: LEGACY GIVING PROGRAM APPLICATION**

**Donor Information**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 TOWN: \_\_\_\_\_ PROVINCE: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**Dedication Information**

BENCH       TREE       PLAQUE

PREFERRED LOCATION: \_\_\_\_\_

REQUEST FOR CEREMONIAL GATHERING?     YES       NO

INSCRIPTION ON PLAQUE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*The Parks, Recreation & Facilities Manager will contact the Donor within ten (10) business days of receiving this form to determine the details of your Dedication request and any Dedication fees. No purchases will be made until all Dedication fees have been paid in full.*

**OFFICE USE ONLY**

APPLICATION RECEIVED (DATE): \_\_\_\_\_

TOTAL PAYMENT RECEIVED: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

\_\_\_\_\_  
 Signature  
 Parks, Recreation & Facilities Manager

\_\_\_\_\_  
 Date of Dedication Approval

**APPENDIX B: LEGACY GIVING PROGRAM AGREEMENT**

This Agreement between the Donor and the Town of Vegreville will commence when the Legacy Giving Program Agreement is signed by all parties and Dedication fee, indicated in Section 2.4, is paid in full by the Donor.

**1.0 DONOR**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**TOWN:** \_\_\_\_\_ **PROVINCE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**2.0 DEDICATION**

BENCH (Section 2.1)                       TREE (Section 2.2)                       PLAQUE (Section 2.3)

**2.1 BENCH DONATION**

**2.1.1 Bench Style & Size**

\_\_\_\_\_ \$

The Parks, Recreation, and Facilities Manager will provide a selection of benches from which the Donor may choose to purchase. If the bench already exists in the Town of Vegreville inventory, the cost of the bench will be \$0.00.

**2.1.2 Shipping Costs**

\_\_\_\_\_ \$

Shipping costs will be determined by the distributor and may vary from time to time.

**2.1.3 Concrete Base**

\_\_\_\_\_ \$

All approved bench donations must be mounted on a concrete foundation.

**2.1.4 Installation**

\_\_\_\_\_ \$



**2.1.5 Maintenance**

\_\_\_\_\_ \$ \_\_\_\_\_

The dedication term for all bench donations is ten (10) years. During this time, if a bench is damaged, defaced or destroyed to an extent that, in the opinion of Administration, replacement is required, Administration will work with the Donor to determine the cost.

**2.1.6 Landscaping**

\_\_\_\_\_ \$ \_\_\_\_\_

Landscaping fees will include the cost of initial landscaping for installation and landscaping costs for the following ten (10) years of the donation term.

**2.1.7 Administration Fee**

\_\_\_\_\_ \$ \_\_\_\_\_

A 15% administration fee will be added to the total of all Dedications.

**2.2 TREE DONATION**

**2.2.1 Type of Tree**

\_\_\_\_\_ \$ \_\_\_\_\_

The Parks, Recreation, and Facilities Manager will provide a selection of trees from which the Donor may choose to purchase. The list of trees provided will be based on the hardiness zone best suited for the Town of Vegreville.

**2.2.2 Delivery**

\_\_\_\_\_ \$ \_\_\_\_\_

Delivery costs will be determined by the distributor and may vary from time to time.

**2.2.3 Planting**

\_\_\_\_\_ \$ \_\_\_\_\_

**2.2.4 Maintenance**

\_\_\_\_\_ \$ \_\_\_\_\_

The dedication term for all tree donations is twenty (20) years. During this time, if a tree is damaged, destroyed, or removed for poor health, Administration will replace the tree at no additional cost to the Donor.

**2.2.5 Landscaping**

\_\_\_\_\_ \$ \_\_\_\_\_

Landscaping fees will include the cost of initial landscaping for installation and

landscaping costs for the following twenty (20) years of the donation term.

**2.2.6 Administration Fee**

\_\_\_\_\_ \$ \_\_\_\_\_

A 15% administration fee will be added to the total of all Dedications.

**2.3 PLAQUE DONATION**

**2.3.1 Plaque Material & Size**

\_\_\_\_\_ \$ \_\_\_\_\_

Plaque materials range from aluminum to brass and vary on price. Plaques for benches are 4"x6" (10cm x 15cm). Plaques for trees are 5"x7" (12.5cm x 17.5cm).

**2.3.2 Mount Options**

\_\_\_\_\_ \$ \_\_\_\_\_

Plaques for trees cannot be mounted directly to the tree. Plaques for trees can be mounted to a stone on the ground or mounted to a post adjacent to the tree. Plaques for benches will be mounted to the bench at no additional cost.

**2.3.3 Inscription**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2.4 TOTAL COST FOR DEDICATION**

Total cost for Dedication is a cumulative total of all decisions made in Sections 2.1-2.3 of this Agreement.

\_\_\_\_\_ \$ \_\_\_\_\_

**3.0 LOCATION**

The Town of Vegreville agrees to install the Dedication at the following location:

\_\_\_\_\_  
The Town agrees to maintain the Dedication in accordance with Section 8.4 and 8.5 of the Legacy Giving Program Policy. If the Dedication is removed or relocated for any reason, the Town agrees to give notice to the Donor to the extent practicable and relocate or replace the Dedication if removal or relocation occurs within the dedication term.

**4.0 AGREEMENT**

- 4.1** By signing below, the Donor acknowledges that the Dedication has a lifespan. Following the expiry of the dedication term, the Town is permitted to remove the Dedication.
  
- 4.2** This Agreement, with the Legacy Giving Program Application, will be retained by the Town of Vegreville in accordance with Bylaw 05-2023: Records Management & Retention.

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Signature  
**Parks, Recreation & Facilities Manager**

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Signature  
**Donor**

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Date

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Date