

Approved by Council: January 18, 2022
Effective Date: January 18, 2022
Administrative Responsibility: Director of Community Services
Enforcement of Policy: CAO, Director of Community Services

Policy Statement

The Town of Quispamsis recognizes the community interest in the dedication of assets located on municipal land and to provide residents the opportunity to create memorials while also enhancing our community's outdoor spaces.

Purpose

To provide a methodology for the control and management of dedication requests on properties owned and operated by the Town of Quispamsis.

Guidelines

The Town of Quispamsis's Memorial & Dedication Program Policy will be administered by the Director of Community Services.

The Memorial & Dedication Program Policy applies to assets located on all municipal lands and properties within the Town of Quispamsis including but not limited to, arenas, parks, playgrounds, trails, streetscapes, etc.

Requests for dedications must be made using the appropriate application form. Forms are available online at <https://quispamsis.ca/> or at Quispamsis Town Hall, 12 Landing Court.

Requests for dedications will be accepted year-round. Installation of new infrastructure will take place between May & October.

Installation of the donated commemorative asset will not take place until full payment has been received.

The donor is required to enter into a Parks Dedication Program Agreement. This Agreement outlines the responsibilities of both parties. The donated commemorative asset will not be installed until this agreement is signed.

The Town of Quispamsis will try to accommodate specific site requests and will have final site approval.

The Town of Quispamsis will make every attempt to ensure that commemorative assets are properly maintained. The Town does not guarantee the assets against the effects of weather, vandalism, damage, theft, or failure.



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In addition to basic maintenance, if the donated commemorative asset is damaged beyond repair during the agreement, it will be replaced at no additional cost to the donor. Such incidents include but are not limited to, acts of God, vandalism, failure of the asset, etc.

The Town of Quispamsis reserves the right to relocate the commemorative asset if necessary. The Town will make every effort to relocate the fixture within a reasonable proximity to its original location.

Donated commemorative assets may be removed for seasonal storage or for repair at the town's discretion. When they are ready to be reinstalled, every effort will be made to reinstall the fixture in its original location.

New Assets – 10 Years

The Town of Quispamsis will make all arrangements to purchase and install the donated asset along with commemorative signage.

Donated commemorative assets shall become the property of the Town of Quispamsis. The Town will maintain these assets as part of their regular inventory at no further cost to the donor for 10 years from the date of installation.

Existing Assets - 5 Years

Dedications can be added to existing municipal assets for a 5-year term. The Town of Quispamsis will make all arrangements to purchase and install dedication signage.

These commemorative assets will remain the property of the Town of Quispamsis and the Town will continue to maintain them as part of their regular inventory at no further cost to the donor for the 5-year term.

Renewals

At the end of the 5 or 10-year commemorative period, the original applicant will have the opportunity to renew for an additional 5 years. The renewal fee will be determined based on the cost to refurbish or replace the asset.

If the applicant is not interested in renewing the commemoration or cannot be reached, the signage will be removed, and the location will become available to a new applicant.

It is the responsibility of the applicant to keep their contact information current with the Town of Quispamsis.

Grandfathered Assets

Commemorative assets currently located on municipal lands and donated prior to this policy will continue to be maintained as part of the town's regular inventory.

Once the asset requires replacement, every attempt will be made to contact the original donor regarding the renewal of their dedication under the terms of this policy.

If the original donor cannot be reached, or if the donor does not want to renew, the asset location will become available to a new applicant.



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Commemorative Signage

- Commemorative signage will be included in the cost of the donation.
- Commemorative signage will be a maximum of 7" W X 3" H.
- Oversized signage is not permitted.
- Signage wording must be approved by the Town of Quispamsis.
- Donors will sign off on the correct wording/spelling/dates for the signage. Any errors are the responsibility of the donor.

Additional Information

Program costs are based on the current development standards and include all costs associated with the purchase and installation of the donated commemorative asset.

Program donation amounts are subject to review and change over time.

No accessory items such as wreaths, flowers, or other items of modification to the commemorative asset will be permitted.

The Town of Quispamsis reserves the right to limit the number of dedicated assets on municipal lands and further reserves the right to designate a certain site-specific area or location for the dedicated asset.

Dedicating a municipal asset is considered a donation and a tax receipt will be issued.

Schedule of Fees

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<p>New Park Bench A:</p> <p>Minimum Donation: \$3000</p> <p>Park benches will be placed along trails, next to play areas and viewpoints within Town Parks & Green Spaces.</p>	
<p>New Park Bench B:</p> <p>Minimum Donation: \$1500</p> <p>Park benches will be placed along trails, next to play areas and viewpoints within Town Parks & Green Spaces.</p>	
<p>Existing Park Bench A or B:</p> <p>Minimum Donation: \$500</p> <p>Benches are currently located in Town Parks and Green Spaces and are available for immediate sponsorship.</p>	
<p>New Park Tree</p> <p>Minimum Donation: \$500</p> <p>Trees will be planted in area of your choice. Tree type is dependent on location.</p>	



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Program Agreement

This Memorial & Dedication Program Agreement is made between the Town of Quispamsis and

_____, the Donor, on _____.
(Donor's Name) *(Date)*

The Donor has agreed to donate _____ for installation at:
(Asset Type)

(Location)

Both parties agree to the following responsibilities:

The Donor shall be responsible for:

1. Donation payment to the Town of Quispamsis prior to the purchase and installation.
2. Assume expenses related to any commemoration or dedication ceremony, if requested.
3. Identify and hold harmless, the Town of Quispamsis, its agents, servants, and employees from and against all actions, suits, proceedings, or judgments taken against the Town based on construction and installation of all amenities undertaken by the Town, unless such action, suit, proceeding, or judgement was due to negligent acts or omissions of the Town of Quispamsis, its employees, agents, or servants.

The Town of Quispamsis shall be responsible for:

1. The purchase and installation of the agreed upon asset to the Town department standards.
2. Any damage or repairs to any existing equipment or to the site due to installation of the asset, and clean-up of construction debris after installation.
3. Retain all the manufacturer warranties and ensure that guarantees are carried out as required.
4. Identify and hold harmless the donor, his/her agents, servants, and employees from and against all actions, proceedings or judgments taken against the donor based on the construction and installation of the amenities undertaken by the Town, unless such action, suit, proceeding, or judgement was due to the negligent act or omission of the donor, their employees, agents, or servants.

In witness whereof the parties hereto sign this Agreement on the day and year written below.

Donor's Signature

Date

Community Services Department Signature

Date

MEMORIAL & DEDICATION PROGRAM APPLICATION FORM



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ADD A SPECIAL TRIBUTE TO ONE OF OUR TOWN PARKS.

PART A – Applicant Information (Person requesting the memorial)

First Name:

Last Name:

Phone:

Email:

Mailing Address:

PART B – Memorial Information

Option A:

New Black Metal Bench (\$3000)

Option B:

New Wooden Bench (\$1500)

Option C:

Existing Bench (\$500)

Black Metal

Wooden

Option D:

New Tree (\$500)

Preferred Location:

PART C – Signage Dedication

Max. 200 words.



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Applicant Disclaimer

Applicant Signature:

Date:
