



Town Of Lamont Policy Manual

Park Sponsorship, Donation and Memorial Contributions
Policy # 72-08
Corporate Services Committee
November 9, 2021

Park Sponsorship, Donation and Memorial Contributions

POLICY STATEMENT:

The Town of Lamont provides individuals, groups, and organizations with the opportunity to beautify parks in the Town of Lamont by planting trees or installing amenities (benches, tables, and park furnishings) in remembrance, observance or acknowledgement of an appropriate event, occasion or individual.

The Town of Lamont may accept charitable donations or sponsorships.

The Town of Lamont, being a Canadian Municipality, may accept charitable donations for which receipts may be issued for income tax purpose to corporations (Section 110.1(1)(a)(iv)) and to individuals (Section 118.1(1) "Total Charitable Gifts) (d)) under the Income Tax Act of Canada.

The Town of Lamont appreciates donations and/or sponsorships and will recognize them in a formal and consistent manner.

PROCEDURE:





1. All applications for the planting of memorial trees or the installation of amenities in our parks must be submitted in writing to the Town of Lamont Parks and Recreation Committee for consideration. Memorial contribution form is available on our website or at the Town office.
2. Donors may choose to have a tree planted and/or a park amenity installed. All items selected must meet the Parks and Recreation Committee standards and both the item and location must be approved by the Committee.
3. Donations must be paid in full prior to the installation of any trees or amenities.
4. The Town of Lamont will maintain trees and amenities according to the maintenance schedule for the selected park. Trees will be pruned and maintained to the same standards as other trees in the park. Amenities will be maintained according to the same schedule as other park amenities
5. Park amenities will remain on the selected site until the amenity has reached it's expected life or is deemed undesirable by the Town.
6. The Town of Lamont may replace a tree that dies within the first two years of planting.
7. The Town of Lamont may replace vandalized or damaged trees only once.
8. Park amenities that are vandalized may be repaired or replaced by the Town of Lamont, with full replacement occurring only once. Should repeat vandalism occur, relocation of the amenity may be required.
9. Requests are accepted year-round. Park amenity submissions approved after June 1st each year must wait until the following year for installation. Trees are planted in the spring or fall each year. All trees or amenities are subject to availability.



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10. Should donors wish to participate in the planting of a memorial tree or host a commemorative ceremony, they can make arrangements with the Town of Lamont to do so. Donors are responsible for all ceremonial arrangements and associated costs.
11. When a Town of Lamont Employee and/or Councilor is approached to receive a donation, that Employee and/or Councilor shall direct any inquires to the Town Administration Office. The Town of Lamont may exercise its rights to refuse a donation if the donation is deemed inappropriate or undesirable.
12. Upon acceptance of a donation, it shall become the property of the Town of Lamont. Maintenance, repairs, and upkeep of all donated items are the responsibility of the receiving department.
13. Refer to the Town of Lamont "Town Asset Commemorative Naming Policy" for naming or renaming of assets.
14. The Town of Lamont park sponsorship recognition is based on monetary amounts as follows:

| Bur Oak | Brandon Elm | Flowering Crab | Amur Maple |
|---|---|--|---|
|  |  |  |  |
| Sponsorship Name & Logo on the Town of Lamont Website (including a website link) | Sponsorship Name & Logo on the Town of Lamont Website (including a website link) | Branded "Thank You" in the Town of Lamont year in Review | Branded "Thank You" in the Town of Lamont year in Review |
| Branded "Thank You" in the Town of Lamont year in Review | Branded "Thank You" in the Town of Lamont year in Review | Recognition at the Annual Picnic in the Park | Maple Leaf on the Sponsorship Tree |
| Named Sponsor or Co-Sponsor of the Annual Picnic in the Park | Recognition at the Annual Picnic in the Park | Flowering Crab Leaf on the Sponsorship Tree | \$50—\$499 |
| Featured in all advertising for the unveiling event | Elm Leaf on the Sponsorship Tree | \$500—\$1,999 | |
| Large Leaf on the Sponsorship Tree | \$2,000—\$2,999 | | |
| \$3,000 + | | | |



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| Adopted by Council: | November 9, 2021 | Initials: <i>RB</i> |
| Motion Number: | 265/21 | |
| Supersedes: | Motion 44/18 | |