	<h1>Town of Vegreville Policy</h1>
Policy No.: Policy Title: Approval Date: Revision Dates: Department:	2015-05 Legacy Giving Program Policy November 24, 2015 Parks & Fleet Department

1. Reason for Policy

1.1. The purpose of the Legacy Giving Program Policy is to provide 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 many users of our Town parks, trails and green spaces.

2. Responsibilities

2.1. Town Council to:

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

2.2. Chief Administrative Officer to:

- 2.2.1. Implement this policy and approve procedures.
- 2.2.2. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

2.3. Director of the Department to:

- 2.3.1. Ensure implementation of this policy and procedure.
- 2.3.2. Ensure that this policy and procedure is reviewed every three years.
- 2.3.3. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

2.4. Supervisor to:

- 2.4.1. Understand, and adhere to this policy and procedure.
- 2.4.2. Ensure employees are aware of this policy and procedure.

2.5. All Employees to:

2.5.1. Understand and adhere to this policy and procedure.

3. General Conditions

- 3.1.** The Legacy Giving Program is administered by the Parks & Fleet 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.
- 3.2.** Appendix 'A', Legacy Giving Program Application form must be completed and payment for the donation in full must be received by the Parks & Fleet Department from the donor to begin the process.
- 3.3.** The Parks & Fleet Department will manage the ordering and installation of any donation. The donation amount includes an administration fee of 15% and installation costs.
- 3.4.** Once the donated item is installed, it becomes the property of the Town of Vegreville and is for the use and enjoyment of the general public.
- 3.5.** Wording and font on all plaques must be approved by the Parks & Fleet Manager prior to installation.
- 3.6.** The Town of Vegreville shall maintain the item donated and repair any damage due to natural conditions or vandalism.
- 3.7.** Donors must acknowledge that donated items have a life span and following the expiry of the donated item, the Town is permitted to remove the item and attempt to contact the donor to give them the opportunity to purchase a new donation.
- 3.8.** The Town of Vegreville shall maintain a record of each donation, including the name of the donor, the date, type of tree and location or bench and location, the name of the person being memorialized and the date completed.

4. Special Situations

4.1. Legacy Giving Program – Tree Donation

- 4.1.1.** The total cost of donating a tree including, but not limited to, the purchase, administration fee, delivery, and planting are to be paid for by the donor.
- 4.1.2.** The donor, with the approval of the Parks & Fleet Manager, shall select the type of tree from Appendix 'A', Legacy Giving Program Application – Tree Donation.
- 4.1.3.** The donor, with the approval of the Parks & Fleet Manager, shall choose the area for the tree to be planted in.
- 4.1.4.** For the health and survival of the tree, planting will take place during the spring or fall planting season and only during regular working hours which are Monday

to Friday from 8:00 am to 5:00 pm, excluding Statutory Holidays. Planting will be arranged by the Town of Vegreville. The donor will be advised when planting is completed.

- 4.1.5. Memorial plaques are not permitted on trees; however, they may be placed on the ground at the base of the tree. Wording on the plaque is to be approved by the Parks & Fleet Manager.
- 4.1.6. A ceremonial gathering after tree planting is completed is permitted, but must be arranged in advance with the Parks & Fleet Manager.

4.2. Legacy Giving Program – Bench Donation

- 4.2.1. Only Town approved benches with a concrete foundation are permitted. See Appendix 'B', Legacy Giving Program Application – Bench Donation.
- 4.2.2. The total cost of the bench including, but not limited to, the purchase, administration fee, freight, installation, concrete base, and applicable taxes are to be paid for by the donor.
- 4.2.3. Only one plaque is allowed on each bench at the cost of the donor. Wording on the plaque is to be approved by the Parks & Fleet Manager.
- 4.2.4. The donor, with the approval of the Parks & Fleet Manager, shall choose the appropriate location for the bench.
- 4.2.5. Benches will only be installed during the frost-free period of the year (approx. May to September). Installation will be arranged by Town of Vegreville Staff. The donor will be advised when the installation is completed.
- 4.2.6. A ceremonial gathering after bench installation is completed is permitted, but must be arranged in advance with the Parks & Fleet Manager.

5. Appendix

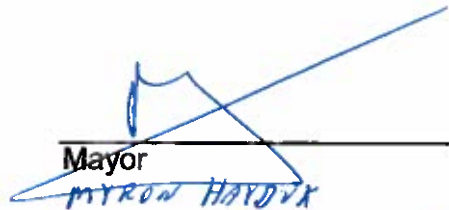
5.1. Appendix 'A'

- 5.1.1. Legacy Giving Program Application – Tree Donation

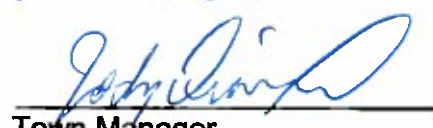
5.2. Appendix 'B'

- 5.2.1. Legacy Giving Program Application – Bench Donation

6. End of Policy



Mayor
MYRON HAYDUK



Town Manager
JODY QUICKSTAD

LEGACY GIVING PROGRAM APPLICATION – TREE DONATION

NAME: _____ DATE: _____
 ADDRESS: _____ CITY/TOWN: _____
 PROVINCE: _____ POSTAL CODE: _____
 PHONE #: _____ FAX #: _____
 EMAIL: _____

Please describe your ideal setting or location for your donated item:

Is a ceremonial gathering requested:

YES NO

Approved Trees

Please note: The pictures shown below are matured trees. Your donation will be an approximately 3" caliper young tree

**The Vegreville Patmore Green Ash
 (Official Town Tree)**



\$1,100

European Linden



\$1,100

Scotch Pine



\$1,060

Oak Tree



\$1,250

White Spruce



\$1,060

White Pine



\$1,060

Preferred Tree: _____

Amount: \$ _____

1st Alternate Choice: _____

2nd Alternate Choice: _____

Memorial Tree Plaque

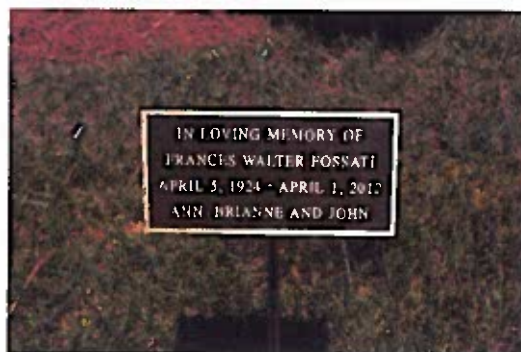
Please Note: The following are examples of what memorial plaques may look like. Donation may not be exactly as shown.

Stone on Ground Option



\$1,750

Post Mount Option



\$600



Inscription on a 5" x 7" (12.5 cm x 17.5 cm) Plaque:

(Not Actual Size)

Donation Amount

Tree Cost: \$ _____

Memorial Plaque: \$ _____

TOTAL DONATION AMOUNT \$ _____
 (GST not applicable)

The Town requires payment in full to process this form. Tax receipts will be provided.

Please note: All locations, type of tree and plaque must be pre-approved by the Parks & Fleet Manager

By signing below, I _____ acknowledge that donated items have a life span and following the expiry of the donated item, the Town is permitted to remove the item.

 Signature

 Date

OFFICE USE ONLY

Total Payment Received: \$ _____

Receipt No: _____

Parks & Fleet Manager Approval:

 Signature

 Date

LEGACY GIVING PROGRAM APPLICATION – BENCH DONATION

NAME: _____	DATE: _____
ADDRESS: _____	CITY/TOWN: _____
PROVINCE: _____	POSTAL CODE: _____
PHONE #: _____	FAX #: _____
EMAIL: _____	

Please describe your ideal setting or location for your donated item:

Is a ceremonial gathering requested:

YES NO

Approved Bench

Please Note: The following are examples of what memorial benches may look like. Donation may not be exactly as shown.

Metal



\$2,250

Memorial Bench Plaque

Please Note: The following is an example of what a memorial plaque may look like. Donation may not be exactly as shown.



\$120

Inscription on a 4" x 6" (10 cm x 15 cm) Plaque:

ACTUAL SIZE

Donation Amount

Bench Cost: \$ _____

Memorial Plaque: \$ _____

TOTAL DONATION AMOUNT \$ _____
(GST not applicable)

The Town requires payment in full to process this form. Tax receipts will be provided.

Please note: All locations, type of bench and plaque must be pre-approved by the Parks & Fleet Manager

By signing below, I _____ acknowledge that donated items have a life span and following the expiry of the donated item, the Town is permitted to remove the item.

Signature

Date

OFFICE USE ONLY

Total Payment Received: \$ _____

Receipt No: _____

Parks & Fleet Manager Approval:

Signature

Date