

ADMINISTRATIVE POLICY

COMMUNITY GIFTING PROGRAM



Policy Number: CS-03
Approved by: City Manager
Effective Date: June 20, 2024
Next Revision Date: June 20, 2028
Policy Owner: Parks and Cemeteries

PURPOSE

The purpose of this policy is to establish guidelines for the consistent decision-making process related to the acceptance, placement, and long-term maintenance of bench dedications within the City of Lethbridge. The purpose of this program encourages dedicators to contribute a charitable donation, while formalizing the long-term planning of the program, including maintenance costs, aesthetic impacts, and site selection.

POLICY STATEMENT

The City of Lethbridge recognizes the opportunity for individuals or groups to make donations towards enhancing green spaces through the Community Gifting Program. The City desires to encourage dedications while at the same time managing aesthetic impacts and long-term maintenance costs. A dedication plaque may acknowledge donations to the Community Gifting Program. A bench dedication plaque is symbolic of the donation and does not entitle the donor to ownership of the bench.

DEFINITIONS

Term	Description
<u>Dedicator:</u>	The individual or official community group applying to the Community Gifting Program, or their designate, as set out in the original application.
<u>Green Space:</u>	Land under the City's management and control including: <ul style="list-style-type: none">• City owned land developed as a public park, sports or athletic field, playground or recreational area;• Land acquired as Municipal Reserve or Environmental Reserve;• Land developed as a parking lot;• Land developed as a pathway or trail• Land developed for public utilities.
<u>Fee Schedule:</u>	The attached Community Gifting Fee Schedule sets out the required amounts to be paid by a Dedicator for a bench dedication.

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RESPONSIBILITIES

City Manager or designate shall:

- a) Approve potential deviations from the policy and procedure for the Community Gifting Program.

Director Community Services or designate shall:

- a) Be responsible for ensuring the community gifting program policy and procedure are up to date and adhered to.

Parks and Cemeteries Department shall:

- a) Coordinate the application, sale, installation and life cycling process with regards to the Community Gifting Program.

CONSEQUENCES OF NON-COMPLIANCE

Dedicator consequences are set out in the Community Gifting Program Application Form.

POLICY REVIEW

This policy shall be reviewed every 4 years. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

SUPPORTING REFERENCES AND RESOURCES

- Community Gifting Program Fee Schedule
- Community Gifting Program Application Form
- *CRA Advantage Definition*

REVISION HISTORY

Review Date	Description
June 20, 2024	New Policy – Effective Date.

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Fee Schedule

Item	Amount
One (1) Dedication Term	(Fifteen) 15 year period
Gifting a new bench	\$4,300.00
Gifting an existing bench	\$2,500.00
Adding an additional plaque	\$600.00
Adding an additional plaque and staining	\$900.00

- Tax receipts for dedication donations will be issued as per the most up to date CRA guidance.
- The Community Gifting Program is intended to be operated on a full cost recovery basis and is subject to change.