

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-027

POLICY TITLE <i>Gifts and Memorial Program</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE December 18, 2000
		UPDATED TO <i>June 25, 2018</i>
ORIGIN/AUTHORITY <i>Clause 9, Report No. 17-2000 of the Planning and Operations Committee, June 25, 2018 City Council</i>	CITY FILE NO. <i>CK. 4205-1</i>	PAGE NUMBER <i>1 of 3</i>

1.0. PURPOSE

To provide policy guidelines which allow citizens the opportunity to donate memorial and gift items to the City to enhance programs, civic facilities, equipment, public parks and open spaces.

2.0 DEFINITIONS

2.1 “City” means The City of Saskatoon.

2.2 “Contribution” includes any of the following:

- a) “Gifts” means a contribution or donation made to the City in celebration of an event, or made to improve public parks, open space, and civic facilities or made to improve the well-being of the community for which there is no business advantage sought or expected in return for support.
- b) “Memorial” means a contribution made in memory of a person or persons for which no business advantage is sought or expected in return for support.
- c) “Planned Giving Program” means a contribution in the form of bequests, trusts, annuities, or life insurance for which there is usually no business advantage sought or expected in return for support. These contributions are of a deferred nature as the recipient must wait until the contribution matures.

2.3 “Council” means the Council of The City of Saskatoon.

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3.0 POLICY

3.1 Contributions

- a) The City may approve any contribution that fits into the functional and aesthetic purpose and design of the space for which they are intended and which do not conflict with any other established agreements. The City reserves the right to decline any contribution or to recommend an alternate location.
- b) Only contributions meeting the design specifications of the City will be accepted.
- c) The donor will be responsible for the cost of the item, its installation, and any applicable on-site recognition.
- d) Contributions may include, but are not limited to: trees, benches, picnic tables, barbecues, garbage receptacles, play structures, works of art, equipment, funding for programming, or a combination of the above items.
- e) Contributions of works of art will be subject to the provisions of the *Public Art Policy C10-025* and reviewed by the Public Art Advisory Committee.

3.2 Location

- a) Contributions may be located in designated areas in parks, golf courses, civic facilities, athletic fields, or other public spaces as long as they do not conflict with the overall design and purpose of the space for which they are intended and do not conflict with any other established agreements.
- b) The City reserves the right to determine final location.

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3.3 Maintenance of Contributions

Regular maintenance will be provided by the City to keep the contribution in a safe and useable condition. Contributions will not be replaced if they have deteriorated beyond repair, or if they are damaged due to theft or vandalism. The donor will be informed of this condition as part of the terms of acceptance of the contribution.

3.4 Recognition

Contributions within the scope of this program will receive recognition as follows:

- a) All contributions will be recognized with a certificate.
- b) A plaque may be allowed where it can be incorporated into the contribution. Except in the case of the Veteran's Memorial at Woodlawn Cemetery, the City shall not allow plaques for recognition of donor trees. The plaque design and text must be submitted to the City for approval.
- c) The City is not responsible for replacement of plaques that have been damaged due to theft or vandalism, except in the case of tree memorialization at Woodlawn Cemetery.
- d) An income tax receipt will be issued to the donor by the Corporate Financial Services Department for items that are contributed and qualify and will be valued as prescribed by the *Income Tax Act* of Canada.

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4.0 RESPONSIBILITIES

4.1 Community Services Department

- a) The Department General Manager shall approve all contributions with a total value less than \$100,000.
- b) The Community Services Department shall work with all other City departments as necessary to administer this policy.

4.2 The City Manager and Department Heads shall review all contributions of a sensitive nature or with a total value in excess of \$100,000.

4.3 “The Public Art Advisory Committee” will be consulted on all projects involving works of art.

4.4 Council

- a) Approve this Policy and all amendments.
- b) Approve all contributions of a sensitive nature or with a total value to the City of greater than \$100,000.