



POWELL RIVER REGIONAL DISTRICT

POLICY

SECTION	CORPORATE POLICIES
POLICY	1.11
SUBJECT	TRIBUTE POLICY
ADOPTED	October 22, 2015

POLICY STATEMENT

The Powell River Regional District respects that the public is interested in honouring persons and/or community groups for various reasons and in various ways.

PURPOSE

This policy will provide guidelines for receiving donations of, maintaining and replacing tribute benches, tribute picnic tables, tribute trees and tribute plaques to honour persons and/or community groups throughout the Regional District while enhancing the Regional District's cemeteries, parks and trails.

SCOPE

This policy will apply to all requests to honour persons and/or community groups through the donation of a tribute bench, tribute picnic table, tribute tree or tribute plaque in Regional District cemeteries, parks and trails.

DEFINITIONS

Cemetery – means the Regional Cemetery in Cranberry or the Woodland Cemetery on Texada Island.

Regional Park – means one of the following parks: Craig Park; Palm Beach Park; Haywire Bay Park; Shelter Point Park; Boot Point Park; Diver's Rock Park.

Regional Trail – means any beach access trail that the Regional District has opened and is maintaining.

Tribute Bench – means a bench installed in any cemetery, park or trail that meets the specifications set out in this policy.

Tribute Picnic Table - means a picnic table installed in any park or trail that meets the specifications set out in this policy.

Tribute Plaque (Benches) – means a 3" x 5" brass plate with letters engraved and installed on the front of the topmost bench back board.

Tribute Plaque (Picnic Table) – means a 3" x 5" brass plate with letters engraved and installed on the top of the picnic table.

Tribute Plaque (Tribute Tree) – means a 3” x 5” brass plate with letters engraved and attached to a concrete base.

Tribute Plaque (to be installed on rocks, individual buildings, bike racks and/or stand post) – means a 3” x 5” brass plate with letters engraved and installed on a rock, individual building, bike rack and/or stand post.

Tribute Tree – means a tree planted in any cemetery, park or trail that meets the specifications as set out in this policy.

GUIDELINES

The following guidelines will be adhered to when considering the donation and location for installing a tribute bench, tribute picnic table, tribute tree, and installing a tribute plaque on a rock, individual building or stand post on Regional District property:

1. Donators of tribute benches, tribute picnic tables, tribute trees, or those donating a tribute plaque to be installed on a rock, individual building or stand post must complete the Tribute Product Application Form attached to this policy as Schedule B.
2. The Powell River Regional District reserves the right to approve any request for a tribute bench, tribute picnic table, tribute tree or installing a tribute plaque on a rock, individual building or stand post on Regional District owned or managed property. It may or may not include Regional District properties managed by other community organizations. The Regional District also has the right of final approval for the location of any tribute donation, but will work with the donator to locate the tribute product in an area of the donator’s choice.
3. The style of tribute bench, tribute picnic table and/or tribute tree will be determined by Community Services staff, which may change from time to time. Sizes of plaques for the particular tribute product donated are set out above in the definition section.
4. The fee set out for each type of tribute product available, i.e., tribute bench, tribute picnic table, or tribute tree includes the product donated, installed at an appropriate location to be determined by Community Works staff and the donator, and a plaque as set out in the definition section. The fee schedule for each tribute donation is set out on the attached Schedule A.
5. The Powell River Regional District is responsible for the installation and maintenance of the tribute product for the term of the tribute bench, tribute picnic table and/or tribute tree. Once a tribute bench or tribute picnic table is in a state of disrepair, the Regional District reserves the right to remove it due to safety concerns and/or aesthetics for the area it is located. [Every attempt will be made to refurbish or repair a donated tribute product until such time as it is in a state of disrepair. At that time, an attempt will be made to locate the original donator of the tribute product to ascertain if they would like to replace the donation. If not, the area in question will be added to the list of available spaces.]
6. The donation of a tribute bench, tribute picnic table, tribute tree or the installation of a tribute plaque on a rock, individual building or stand post in no way constitutes ownership of the tribute product by the donator, nor the land upon which it is situated, or the surrounding land. The Regional District retains the right to use the lands adjacent to these donated tribute products as it deems appropriate, up to and including moving the tribute product to another location. Every attempt will be made to ensure tribute products are re-located as close to their original location as is feasible.

7. The addition of tribute benches, tribute picnic tables, tribute trees or the installation of a tribute plaque on a rock, individual building or stand post may be restricted in some parks as determined by Community Services staff from time to time in order to ensure a reasonable balance of amenities and open space.
8. Tribute benches, tribute picnic tables and tribute tree installations or the installation of a tribute plaque on a rock, individual building or stand post are not intended to be burial spaces. Donations of these tribute products does not authorize the right for the scattering or interment of cremated remains nor the placement or attachment of objects on or adjacent to the tribute bench, tribute picnic table, tribute tree or installed tribute plaque.
9. Community Services staff shall have the authority to prune, alter in shape or size any donated tribute trees.
10. Donators of tribute products must sign a Letter of Understanding with the Regional District confirming tribute product term and other conditions. The signature will constitute agreement with the procedures and stipulations within this policy. The Letter of Understanding will be as set out on the attached Schedule C.

RESPONSIBILITY/AUTHORITY TO ACT

Powell River Regional District Manager of Administrative Services and Manager of Community Services are authorized to act on this policy. Further authority is given to staff to decide what type of donated tribute product best suits individual areas, i.e., whether a particular area is best suited to a tribute bench, tribute picnic table, tribute tree, and/or installed tribute plaque on a rock, individual building or stand post.

PROCEDURES

1. Community Services staff will provide the Regional District office at the beginning of each year an inventory of unavailable areas for the installation of tribute benches, tribute picnic tables and tribute trees. Donations of tribute plaques for rocks, individual buildings or stand posts can be considered at any time.
2. The Tribute Product Application Form is completed by the Donator and submitted to the Regional District office.
3. Administration reviews the application for completeness and processes full payment of the identified tribute product.
4. Community Services staff are provided with a copy of the application for follow up with the donator.
5. Community Services staff works with the donator to finalize wording on the tribute plaque and placement of the donated tribute product.
6. Once finalized, Community Services staff proceed with the installation of the donated tribute product in the desired location.



TRIBUTE PRODUCT FEE SCHEDULE

SPECIFICATIONS

Tribute Bench	6' bench mounted on a concrete pad
Tribute Picnic Table	6' cedar picnic table mounted on a concrete pad
Tribute Tree	Minimum 4cm caliper or 2 metres in height Staff to approve individual species

FEE SCHEDULE

Tribute Bench	\$ 1,800.00 + taxes
Tribute Picnic Table	\$ 2,100.00 + taxes
Tribute Tree	\$ 800.00 + taxes
Tribute Plaque (standalone)	\$ 75.00 + taxes

Various/alternate materials within the above price structure will be considered.
Approved alternate materials outside of the above price structure will be charged accordingly.



TRIBUTE PRODUCT APPLICATION FORM

OFFICE USE ONLY

Application Fee: _____ Receipt No.: _____ File No.: _____

SECTION 1: DATE & TYPE OF APPLICATION

Date of Application: _____ **Tribute Bench** **Tribute Picnic Table** **Tribute Tree** **Tribute Plaque**

Tribute benches and tribute picnic tables will be maintained for the life of the tribute product.

SECTION 2: APPLICANT INFORMATION

1) _____
Name

_____ Mailing Address

_____ Town/Province _____ Postal Code

_____ Telephone/Cell _____ Fax

_____ Email

Individual **Corporation**

I would prefer all correspondence via: **email** **regular mail** **fax**

SECTION 3: PLACEMENT

Desired Area of Placement:

SECTION 4: WORDING ON PLAQUE

Desired Wording: (Please print legibly)

SECTION 5: AUTHORIZATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above noted statements and information contained in this application and supporting documents are true and correct.

Signature of Applicant

Date

Authorized PRRD Signature

Date

Submit the completed application form, required fee, and any applicable supporting material to the Powell River Regional District. The fee is payable to "Powell River Regional District".

Powell River Regional District
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2
Phone: 604-485-2260 Fax: 604-485-2216
Email: administration@powellriverrd.bc.ca
www.powellriverrd.bc.ca



TRIBUTE PRODUCT LETTER OF UNDERSTANDING

Date: _____

I, _____, having received a copy of the Tribute Policy from the Powell River Regional District, do hereby acknowledge the provisions of the Policy respecting ownership of the donated tribute product and the guidelines surrounding the installation of such donated tribute product.

Signature of Donator

Authorized PRRD Signature



TRIBUTE PRODUCT DONATION TAX RECEIPT

Receipt #: _____

Date: _____

Donator: _____

Donator Address: _____

Total amount of donation: \$ _____

Less value of advantage: \$ _____

Eligible amount of gift for tax purposes: \$ _____

Description of donation: _____

Description of advantage: _____

Signature of Donator

Authorized PRRD Signature