



REPORT TO COUNCIL

To: **Mayor Schaffer and Councillors**

Subject **City Amenity Gift Program Policy**

Report # 18-18

File #: 5210.00

From: Rick Bomhof, Director of Engineering, Parks & Environment

Doc #:

Date: March 9, 2018

RECOMMENDATION:

That the City Amenity Gift Program Policy CO62 be approved.

PURPOSE:

The purpose of this report is to present a proposed City Amenity Gift Program Policy for Council approval.

POLICY:

The City does not currently have an amenity gift program policy.

COMMENTS/ANALYSIS:

The City of Langley has accepted amenity gifts since 1979 with donors being issued tax receipts from the Langley Parks Foundation. Administration of the program has been overseen by staff.

The donation criteria has been made available to prospective donors and printed out in a brochure (attached) and listed on the City website; however, the process was never formalized into policy. A policy will help ensure consistency how the program is administered and would require Council approval if any changes are desired. The donation amount is based on the cost to purchase, install and maintain the item for a period of ten years. Prices will be reviewed from time to time to ensure cost recovery.

Donations have largely been for park benches and trees; however, the proposed policy has been developed with some flexibility so gifts may also include picnic

tables, drinking fountains, and anti-graffiti wraps on City kiosks or larger gifts. The policy specifies ten years as the term of the donation where after, at the end of the term, Parks staff may continue to maintain the item if it is in serviceable condition, but will not be obliged to repair or replace a damaged or deteriorating amenity. When the amenity needs to be replaced the plaque will be removed and the site will become available for new donations. The plaque will be returned to the donor whenever possible.

BUDGET IMPLICATIONS:

None

ALTERNATIVES:

None

Respectfully Submitted,



Rick Bomhof, P.Eng
Director of Engineering, Parks & Environment

Attachment(s): City Amenity Gift Program Policy
 Amenity Gift Brochure

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer