



MILLENNIUM PARK MEMORIAL DEDICATION PROGRAM



TRANSPORTATION & CIVIC WORKS DEPARTMENT

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Millennium Park Memorial Dedication Program

AN INVITATION....

The City of Castlegar invites applications from any individual, organization or service group to be made towards park and public space improvements, including park benches, picnic tables, bike racks, trees, dog pet stands or other park improvement projects.

INFORMATION

Thank you for your interest in our Millennium Park Memorial Dedication Program. Many of the amenities located in our parks today were previously donated through the generosity of individuals or organizations such as yourself. Your donation will be enjoyed by many park visitors for years to come.

The first step in making an application is reviewing the Program Guidelines and contacting City Hall. Our staff will work with you to discuss and review your memorial options.

City Hall staff will meet with potential donors to review and decide:

- 1) the item being sponsored;
- 2) the exact location your memorial will be located (from the designated map locations);
- 3) confirmation of the plaque wording; and
- 4) any other details.

City staff will assist you in processing your application at City Hall. When your memorial plaque is installed, you will receive a thank you letter, Certificate of Appreciation and tax deductible receipt from the City.

For large parks projects, you will be invited to attend a project 'Opening Ceremony' to recognize donors and celebrate the project completion.



PROGRAM GUIDELINES

1. The City will work with each Donor on choosing the memorial item and location. The City will have final approval of available sites and specific locations for the addition of new park amenities. A location map is available for viewing at City Hall.
2. The item donated is City property. Donations received will fund the dedication of park amenities. The City will maintain the donated item as part of its regular inventory, at no further cost to the Donor, for ten years from the time of installation. 'Pet Stands' are maintained for five years.
3. The City may need to relocate the memorial item, if necessary. If a change to the City's infrastructure requires that the memorial item be removed, the City will make an effort to replace the item within a reasonable proximity to the original location. If this is not achievable, the City will relocate the item to a suitable location determined by the City.
4. The City may change the standard for the memorial item. In the event that the standard is changed and an item(s) will be changed before the ten or five-year timeline expires, the Donor will be given the opportunity to re-apply for the new item, at a prorated donation amount.
5. At the end of the ten year memorial period (five years for Pet stands), the original applicant will have the opportunity to renew their memorial for an additional ten years under the program guidelines at that time. If the applicant is not interested in continuing the memorial or cannot be reached within three months prior of the 10-year term expiring, the memorial will be removed and the plaque returned to the original applicant. The City may then choose to make the item available to a new applicant. It will be the responsibility of the original applicant to keep their contact information current with the City of Castlegar.
6. Plaques – commemorative plaques are included in the donation of the memorial for benches, picnic tables, bike racks, trees, pet stands and other park improvement projects.
7. Plaque sizes and materials are standardized and determined by the item the plaque will be placed on. Oversized plaques are not permitted.
8. Plaque wording – applicants are encouraged to choose messages that are uplifting, inspirational or promote enjoyment of the park area. Plaques are not intended to serve as replacements for appropriate memorial markers. Dates indicating lifetime and wording that serves to create a memorial of a deceased person will not be permitted. *Examples of permitted wording may include, but not limited to: 'Enjoy the View', 'Forever Loved', 'Loved by All', 'A Favourite Place', nicknames, popular quotations, etc...*
9. Letters, Certificates of Appreciation and tax deductible receipts are mailed to all approved applicants. *If multiple people are contributing to a single memorial the application will indicate names, addresses and amounts for all donors in the party. Letter and Certificates of Appreciation are mailed to all donors. Applicants may choose to have the Certificate of Appreciation mailed to friends or loved ones. Donors **MUST** indicate who the tax deductible receipt(s) is to be made out to, indicating their full legal name and address.
10. Placement of memorial wreaths, flowers or other items or any modifications to the memorial item will not be permitted.
11. Program costs are based on current development standards. Program donation amounts are subject to annual review, or if standards are changed.
12. If multiple people are contributing to a single memorial, then all applicant funds must be collected by one applicant.



MEMORIAL OPPORTUNITIES

PARK BENCH – NEW - 2,500 (minimum donation)

A park bench will be placed along the walkway or around the ponds. The commemorative plaque is inlaid into the backrest of the bench. Approximately 16 benches available.



PICNIC TABLE – NEW - \$4,000 (minimum donation)

Dedicate a picnic table (seats up to 6 people) around the ponds. The memorial plaque is inlaid into the top of the table. Wheelchair accessible tables are optional; some sites may be designated as accessible table locations. Approximately 5 tables are available for donation.



PLAQUE ADDITION OR REPLACEMENT - \$400 (minimum donation)

Add a second plaque, or update the existing with a new inscription.

TREE PLANTING - \$650 (minimum donation)

Approximately 26 Green Ash trees are available for dedication around the ponds area. Donors receive a Certificate of Appreciation, or can choose to have certificates mailed to a loved one. Location of tree not specified or tracked. Donation of a tree includes a stone memorial plaque – a sample can be found at the entrance to Millennium Park.



BIKE RACK - \$1,000 (minimum donation)

A bike rack to be placed at a park, beach or along the trail. Commemorative plaque included.

PET STAND - \$300 (minimum donation)

A 'Pet Stand' dispenser to be installed along the walkway. Donors can choose to have a photo of their favourite pet(s) included on the dispenser. (Note: this item includes five years of maintenance).



PARK IMPROVEMENT PROJECTS – Various Donation Amounts

Donate towards a new park improvement project. Examples include gazebos, park shelters, playground equipment, landscape development and more. Or, donate an entire project and the project will named on behalf of the donor. All doners are recognized on a Project Dedication plaque.

- ❖ Platinum Doner - \$10,000.00 minimum donation
- ❖ Gold Doner - \$1,000.00 minimum donation
- ❖ Silver Donor - \$500.00 minimum donation

Donations are collected until the project is completely funded; time restrictions may apply depending on the project. For a list of current project opportunities, please refer to our website or contact City Hall staff.

