

Town of Yarmouth  
**COMMUNITY ASSET DONATION PROGRAM**

Effective: September 11, 2014 – Amended: September 14, 2023  
TOY 46



## **1.0 Policy Statement**

Individuals and organizations may make a general donation to the Community Asset Donation Program or a donation for a specific community asset. Any community asset can be a tribute to an individual or group. A community asset is considered to be, but not limited to, a tree, bench, work of art, structure, etc.

## **2.0 Purpose**

The purpose of the Community Asset Donation Program is to provide a means to recognize and honour others through a lasting tribute. The contributions made through this program will also benefit the parks, urban forest, green spaces, the natural environment and the community as a whole. This policy outlines the roles and responsibilities of the contributor, the donor and staff.

## **3.0 Administration**

The Community Asset Donation Program is implemented pursuant to this policy approved by Yarmouth Town Council.

## **4.0 Cost**

Donors may direct a specific use of their donation, subject to options within the program. A signed agreement outlining the roles and responsibilities of the contributor/donor and the Town will be required upon receipt of funds, prior to the installation of the community asset. The required donation for a specific item will include all costs including acquisition, installation, plaque, etc.

## **5.0 Plaques**

Plaques shall be made of metal, black on white, three inches by five inches and wording shall include:       Name       donated in memory of       Name       by       Optional        
      Date      . Donors who request a plaque to accompany the community asset must include the cost of the plaque in their donation.

## **6.0 Location**

Not all Town lands are suitable for the donation of a particular asset. Town of Yarmouth will provide the donor with options and will work with the donor to identify the appropriate location for an asset.

## **7.0 Donation**

Donations must be received before assets are purchased. A tax receipt for the value of the asset, installed, will be issued to the contributor. Placement of memorial wreaths, flowers or other items will not be permitted. The Town of Yarmouth will maintain the asset in the same manner as other Town-owned assets. Replacement of a donated asset within the first five years after installation will be the responsibility of the Town of Yarmouth. After 5 years have elapsed, further replacement shall be at the sole discretion of the Town of Yarmouth.

## **8.0 Installation**

Assets will only be installed from April 1 through October 31. Installation will be completed to Town standards and specifications. Donors will be notified by Town staff once the asset has been installed.

## **9.0 Maintenance**

The Town of Yarmouth will maintain the donated asset in the same manner as other town assets. If the accompanying plaque requires replacement due to theft or vandalism, the replacement cost will be the responsibility of the Town of Yarmouth. In the event that the location of the asset proves to cause concern due to vandalism or other issues, the Town may relocate the asset and the plaque, in consultation with the donor.

## **10.0 Receipt and Recognition of Donations**

**10.1 Monetary Contribution:** Monetary contributions will be received by Yarmouth Town Hall and a charitable tax receipt shall be issued.

- a. Weekly reports of donors will be sent to charitable groups and monthly cheques will be prepared.

**10.2 Memorial Book:** A Memorial Book shall be kept in Yarmouth Town Hall listing the names of those being remembered and the contributor's and donor's names if they so desire.

**10.3 Non-Monetary Contribution:** Items donated may be subject to an independent appraisal for valuation purposes before a charitable tax receipt is issued.

**10.4 Annual Recognition:** Once per year, the names of all those who have either contributed or donated in that calendar year shall be reported to Town Council and shall be published on the Town of Yarmouth website.

**10.5 Non-Acceptance:** The Town of Yarmouth reserves the right to not accept any donation for any reason it deems appropriate according to law.

**10.6** The Town of Yarmouth may, in its sole discretion, refuse to accept any proposed donation on the following grounds:

- a. The donation could reasonably compromise the Town’s public image or reputation;
- b. The donation exposes the Town to potential liability or unacceptable risk;
- c. The donor applies unacceptable conditions or restriction on the donation;
- d. The donation will be difficult to administer;
- e. The donation does not comply with the Canadian Income Tax Act, Canada Revenue Agency guidelines or any other applicable law.

**11.0 Donation Procedure**

- a. The donation comes into the front counter staff;
- b. The front counter staff records it to the appropriate donation GL;
- c. The front counter staff fills out the tax receipt for the donation;
- d. Completed tax receipts are signed by the Director of Finance or CAO;
- e. The front counter staff mails/emails the tax receipt to the donor;
- f. Weekly, the front counter staff reviews the donation GL’s and informs outside parties of any new donations received;
- g. A reconciliation of monthly receipts is prepared and reviewed by finance staff;
- h. A cheque is prepared monthly to the charitable organization for the project.

<b>Clerk’s Annotation for Official Policy Book</b>	
Date of Adoption: September 11 <sup>th</sup> , 2014	
Date of Approval of Amended Policy: September 14 <sup>th</sup> , 2023	
I certify that this ‘Community Asset Donation Program Policy’ was adopted by Council as indicated above.	
Town Clerk:	Date:

**Tree Donation:** Trees and location will have to be approved before proceeding. A 3" x 5" white plaque with black lettering will be purchased through LN Signs. Secured to a 6X6 Terra Brown post. Post will be 5ft long with 3ft in the ground and 2ft to the right of the tree.

**Location:** Any green space

**Cost:** Small Tree - \$300  
Large Tree - \$750

**Tree:** Selected from tree list



**Waste Receptacles:** Once approved a 3" x 5" white plaque with black lettering will be purchased through LN Signs and installed by the parks department.

**Location:** Throughout the Town

**Cost:** XS50-4 Stream - \$2545 plus HST, shipping  
XS35-4 Stream - \$2250 plus HST, shipping



**XS50-4**



**XS35-4**

**Picnic Tables:** Picnic table's location will be approved before proceeding. Plaque 3" x 5" will be secured to the picnic table.

**Location:** Parks and Green Spaces

**Cost:** Hex Picnic Table - \$1081.82 plus HST, shipping and installation  
Accessible Wooden Picnic Table - \$250 plus installation  
Regular Wooden Picnic Table (Stained) - \$175 plus installation



See specifications below

Accessible Wooden Picnic Table



Regular Wooden Picnic Table





**Park Benches:** Park Benches location will be approved before proceeding. Plaques 3"x5" placed on top board. Engraved boards upon special request.

**Location:** Parks and Trails

**Cost:** 4' Bench - \$1100-\$1500 plus HST, shipping and installation  
6' Bench - \$1300-\$2000 plus HST, shipping and installation



4' Bench



6' Bench

**Play Structures:** Multiple designs to choose from. From one piece to full play structures.

**Cost:** \$2000 - \$20 000



\*Actual Size\*

This Park Bench is  
in Memory of  
**JOHN WILLIAMS SMITH**  
**1950-2016**  
*by his loving family*