



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Maralee Drake & Wayne Ward

Position: Deputy Clerk & Manager, Facilities & IT

Title / Subject: Update to the Commemorative Donation Program

Date of Report: May 25, 2022

Date of Meeting: June 13, 2022

Report No: 2022-PRF-004

1.0 Issue / Origin

At its meeting held on February 22, 2021, Council passed the following resolution regarding Report 2021-CO-040, Commemorative Donation Program.

“That Report: 2021-CO-04 be received; and, that Council direct staff to implement a Commemorative Donation Program based on the terms and fees outlined in the report and, that the information be posted to the Township website”

Since the adoption of this program, the costs as included in Report 2021-CO-040 have increased.

2.0 Background

This program, originally called the Celebration Bench Program, was brought forward to Council on March 16, 2020 through Report 2020-PWF-01 and was expanded through report 2021-CO-040.

The program allows the public an opportunity to donate a park amenity such as a tree, bench or picnic table to be placed within one of the parks, trails or downtown cores in the municipality. Each will have a personalized plaque.

Tax receipts are provided to the donor.

3.0 Analysis

Staff are recommending amendments to the program to remove static costs and are requesting that Council provide approval for the program to continue, with the purchase

price being determined on a case by case basis to ensure that all costs are covered. The current fees as approved by Council through Report 2021-CO-04 no longer cover the cost to purchase the memorial item, nor the cost for base installation, staff time or ongoing maintenance.

The proposed new process for this program will be as follows:

- 1) Member of the public will contact the Public Works Department – Facilities with their inquiry / expression of interest in purchasing a commemorative item.
- 2) Staff will respond advising of the current prices for the desired item (which will include the cost to purchase the park amenity, shipping costs, base installation, plaque and inscription, any expected maintenance costs and applicable administration fees).
- 3) Staff and the resident will work together to determine the best location for the amenity to be placed.
- 4) An invoice will be issued to the resident, and once paid, staff will order the item, and plaque, prepare the area for installation.
- 5) The purchaser will be advised once installation has been completed and a tax receipt will be issued.

4.0 Related Policies / Procedures

Commemorative Donation Program

5.0 Financial / Budget Assessment

The proposed changes to the program will ensure that the municipality realizes a zero cost in any commemorative donation.

6.0 Climate Change Impacts

Not applicable.

7.0 Communications

Information on the commemorative donation program is available through the [Township of Brock website](#). Those wishing to purchase an item as part of this program will be contacted directly by staff to determine the type of item, location for installation, plaque inscription, and ongoing maintenance.

8.0 Conclusion

The Commemorative Donation Program will continue to be reviewed by staff on an on-going basis. Should any changes to the process be required, a follow up report will be provided to Council.

9.0 Recommendation

BE IT RESOLVED THAT REPORT 2022-PRF-004, Update to the Commemorative Donation Program be received, and

THAT the program be amended to remove static costs and reviewed on an annual basis and,

THAT the Committee recommend the report be endorsed by Council at its June 27th meeting.