

# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN COMMUNITY, PARKS AND TRAILS DONATION PROGRAM



The Regional District of Okanagan-Similkameen (RDOS) invites donations from any individual, organization or service group to be made towards parks, trails, and public space improvements. This includes park benches, picnic tables, bike racks, tree plantings, or other park or community improvement projects.

The Community, Parks and Trails Donation Program is guided by the RDOS Corporate Donations and Naming Rights Policy, and the donation amounts (cost estimates) are listed in the RDOS Fees and Charges Bylaw.

## PROGRAM AND PROCESS

The RDOS acknowledges that through donations, there is potential to expand and enhance the full spectrum of programs, services, and facilities for its constituents. All donations shall be recognized in a consistent and equitable manner, ensuring that they align with the corporate strategic priorities.

### The process:

- Donor contacts RDOS with a request
- The donor determines which park, trail, community project, or facility, and where they would like the item to be placed
- Donor determines donation type (i.e., park bench, picnic table, gym equipment, signage, artwork)
- Staff to confirm that the location is appropriate
- Staff to determine cost of donation item (based on item price, delivery charges, taxes, concrete pad or other base, plaque and installation costs)
- Staff to request a letter, memorandum of agreement or a contract from the donor, along with wording for the plaque
- Staff to request proof for the plaque and price from the supplier if applicable
- Staff to collect donation fees
- Staff to order the item, and when received, install

## COMMEMORATIVE PLAQUE GUIDELINES:

- Commemorative plaque prices are included in the price of the donation for benches, picnic tables, and other park furniture projects.
- Commemorative plaques are not permitted for tree donations and are not applicable to all donations.
- Plaque sizes and materials are standardized and determined by the item being donated. Oversized plaques are not permitted.
- The donor is encouraged to choose messages that are uplifting, inspirational or which promote enjoyment of the park area. Dates indicating lifetime and wording that serve to create a memorial of a deceased person will not be permitted. The RDOS reserves the right to final approval of plaque wording.
- Placement of memorial wreaths, flowers or other items or any modifications to the donated item will not be permitted.

## CONTACT INFORMATION

**Regional District Okanagan-Similkameen  
Community and Environmental Services  
Department Community, Parks and Trails  
Donation Program**

101 Martin Street, Penticton, BC, V2A 5J9  
Phone: 250-492-4114  
Email: [cs@rdos.bc.ca](mailto:cs@rdos.bc.ca)

# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN COMMUNITY, PARKS AND TRAILS DONATION PROGRAM

## Donation Information



### DONATION TYPES:

#### PARK BENCH

Commemorate a park bench in a park or along a walkway/KVR. The commemorative plaque is included.

#### PARK BENCH RENEWAL

Renew a previous bench donation for 10 years, with the existing plaque being reused. Eligible benches are determined by the RDOS at locations where the bench standard has not changed. Additional or new plaques will be at an additional cost to the donor.

#### PICNIC TABLE

Commemorate a picnic table in a park. The commemorative plaque is inlaid into the top of the table.

#### PICNIC TABLE RENEWAL

Renewal with the existing plaque being reused. Eligible tables are determined by the RDOS at locations where the table standard has not changed. Additional/new plaques will be at an additional cost to donor.

#### TREE PLANTING

A tree will be planted in a regional park, boulevard or trail.



Standard Amenities (types)	Donation Amount
Tree planting	\$400.00 and up
Bicycle racks	\$1000.00 and up
Park benches	\$3500.00 and up
Picnic tables	\$3500.00 and up

*Item costs will be based on furniture standards for the selected Park, including the item price, delivery charges, taxes, installation, pad and, if applicable, plaque.*



Special Projects
<b>Parks Improvement Projects</b>
Trail development (by kilometre)
Gardens and forest reclamations
Kiosks and signs
Art installations and sculptures
<b>Transit Improvement Projects</b>
Transit shelters
<b>Recreation, Culture and Heritage Improvement Projects</b>
Exercise equipment
Playground equipment
Heritage restorations of RDOS owned assets
Kiosks and signs
<b>Fire Protection Improvement Projects</b>
Search and rescue equipment
<b>Conservation Improvement Projects</b>
Small scale riparian restoration projects
<b>Public Works Improvement Projects</b>
Infrastructure upgrades
Climate Change mitigation initiatives
<b>Other</b>
Land
Facilities

*Donation amounts for these items vary.*

# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN COMMUNITY, PARKS AND TRAILS DONATION PROGRAM Donation Agreement Form



## BETWEEN

The Regional District of Okanagan-Similkameen (RDOS) and;

### 1. DONOR INFORMATION

Name of Donor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## WHEREAS:

- A) The RDOS owns the land
- B) The RDOS has legal authority to occupy the land for the use of a park or trail
- C) The Province maintains statutory authority for the installation of structures on Recreation Trails established under Section 56 of the Forest and Range Practices Act.
- D) The RDOS has entered into a Partnership with the Province for shared management and maintenance of the Kettle Valley Rail Trail, including the segment between Penticton City Boundary and Chute Lake.

### 2. PLEASE INDICATE DONATION ITEM(S)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Bench (new)        | <input type="checkbox"/> Bench (renewal)        | <input type="checkbox"/> Gym equipment   |
| <input type="checkbox"/> Picnic table (new) | <input type="checkbox"/> Picnic table (renewal) | <input type="checkbox"/> Signage/artwork |
| <input type="checkbox"/> Tree               | <input type="checkbox"/> Bicycle rack           | <input type="checkbox"/> Other           |

### 3. IF THIS IS A RENEWAL OF A PREVIOUS PARK BENCH OR PICNIC TABLE DONATION, DO YOU WANT THE RDOS TO REUSE THE EXISTING PLAQUE?

- Not applicable
- Yes, please reuse the existing plaque
- No, I would like to purchase a new plaque

### 4. DONATION AMOUNT (includes all costs, to be determined by service area and quote)

\$ \_\_\_\_\_

5. INSTALLATION LOCATION(S)

Park name: \_\_\_\_\_

Location description: \_\_\_\_\_

\_\_\_\_\_

Trail name: \_\_\_\_\_

Location description: \_\_\_\_\_

\_\_\_\_\_

Location name: \_\_\_\_\_

Location description: \_\_\_\_\_

\_\_\_\_\_

*Please note that, before submitting the donation, the location must be verified by authorized RDOS Parks staff.*

6. TAX-DEDUCTIBLE RECEIPT

Issuing receipt (name): \_\_\_\_\_

Amount: \_\_\_\_\_

7. PLAQUE WORDING

*Maximum of 35 letters and spaces per line. Messages are to be uplifting, inspirational or which promote enjoyment of the park area. Memorial messages or dates are not permitted.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and consent (agree) to the guidelines of the Regional District of Okanagan-Similkameen Park and Trails Donation Program:

**SIGNATURE:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

Letter attached (for donations less than \$5,000)

MOA attached (for donations of \$5,000 to \$25,000) or

Contract attached (for donations over \$25,000)

**Office use only:**

Park or trail: \_\_\_\_\_

Park bench style product #: \_\_\_\_\_

Picnic table style product #: \_\_\_\_\_

**Sample background options for brass plaques:**

