
TOWN OF BRIDGEWATER

DONATIONS POLICY

Policy No.	88
Approved:	March 27, 2017
Amended:	June 28, 2022
Resolution No.:	17-079; 22-161

PURPOSE

To provide guidance and a process for determining the appropriateness, acceptance, and placement of physical asset donations within the Town of Bridgewater.

To encourage and facilitate public and private donations while minimizing detrimental impacts to public sites such as visual impacts to users, unfunded maintenance requirements of a donation, and inappropriate installations at a public site.

GENERAL

It is recognized that a particular location may reach a saturation point of physical asset donations and it would then be appropriate to consider limitations or a moratorium on future installations at a particular location or area.

All costs associated with installations of donated items shall be borne by the donor, unless otherwise approved by Town Council.

The Town will maintain donated items at a level consistent with current Town maintenance standards, within the expected lifecycle of the installed feature(s).

The Town will not bear responsibility for repair or replacement of vandalized, lost, stolen, or damaged donated items, beyond the typical Town maintenance standards.

All donated items that have been accepted become the property of the Town of Bridgewater. The Town will consider donations of items not referenced in this policy, such as picnic tables, playground equipment, fountains, or other public infrastructure through direct application to Town Council.

DONATION PROGRAMS

I. Public Art Program

Public Art is a permanent, semi-permanent, or temporary work of art in any medium, material, media or combination thereof that has been planned and executed with the specific intention of being sited or staged in the public realm and accessible to all.

Public Art may include, but is not restricted to:

- Sculpture
- Painting and mural
- Engraving
- Mosaic

The Town is committed to protecting the parks and open public spaces in our town while providing opportunities for appropriate Public Art installations that honour an individual, organization, culture, topic of public interest, or event beneficial to the greater good of the community.

The Town recognizes the value of art in public places that reflects the diversity of our community, provides unique attractions for citizens and visitors, and strengthens community pride. Public Art celebrates our culture, history, people, events and locations while enhancing our economic vibrancy.

Public Art donations should benefit the general public as a first priority, represent the values of the community, and be mindful of future generations.

Public Art donations honouring individuals or a personal event should be represented in a form that has a broader community interest.

Through the Public Art Program, the Town of Bridgewater may invite artists to submit applications for donations to a Town-led public art project. All public art projects and related donations are subject to Council approval.

The Town has the right and responsibility to deaccession Public Art. All reasonable efforts shall be made to resolve problems with the Public Art, in consultation with the artist and/or donor, where appropriate. Reasons for deaccession include, but are not limited to:

- Endangerment of public safety
- Excessive repair, maintenance or irreparable damage
- Inaccessibility
- Site redevelopment

The Public Art Program may include a commemorative plaque which will be mounted near the work of art.

Public Art Program Procedures

Donors wishing to participate in the Public Art Program may do so by completing an application form with the Community Development Department.

Applications for donations of Public Art shall be reviewed by a sub-committee of the Parks, Recreation and Culture Advisory Committee to assess artistic merit; site suitability and context; and public interest prior to making a recommendation to Town Council on the acceptance of Public Art donation. As part of the recommendation to Council, municipal staff will assess site suitability; durability and maintenance requirements; as well as financial implications, including the cost of installation, prior to any formal acceptance or installation as Public Art.

Town Council will provide final approval of all Public Art donations. The Town may decline to accept any donation of Public Art in their sole discretion.

Installation costs of the Public Art feature, as determined by Town staff, will be covered by the donor or as budgeted for through a Town-led Public Art project.

II. COMMEMORATIVE TREE PROGRAM

To enhance the beauty of our natural surroundings, the Town will accept public donations of trees to commemorate a special occasion.

Commemorative Tree Program Procedures

Donors wishing to participate in the Tree Program may do so by completing an application form. The Tree Program may include a commemorative plaque which will be ground-mounted at the base of the tree.

The applicant is responsible for the cost of the tree, plaque, plaque installation and tree planting. Town staff will install the plaque and plant the tree.

Town staff will assist with determining a location for planting, and choice of tree species that is best suited for the chosen location and for the Town's climate conditions.

Town staff will determine the date for ordering and planting trees based on availability of the trees and recommended times for planting.

The donor will be notified in advance of the date, time and location of the planting.

Maintenance of the trees will be the responsibility of the Town; however, the Town shall not be held accountable for any trees that do not survive.

The commemorative plaque will be ground-mounted at the base of the tree and shall be a standard size. All wording must be approved by the Director of the Community Development Department.

The Town shall not be held responsible for ongoing maintenance or vandalism of any plaques.

III. COMMEMORATIVE BENCH PROGRAM

Bench seating is an aesthetic and functional enhancement of the Town's public spaces.

Commemorative Bench Procedures

Donors wishing to participate in the Bench Program may do so by completing an application form. The bench may include a commemorative plate.

Bench Program applications shall be reviewed and approved by the Director of the Community Development Department.

Benches are to be selected from a list of approved models.

Upon approval of the application, donors shall provide to the Town the required funds to offset the total costs of the bench, installation, and any commemorative plate.

Benches and commemorative plates will be ordered and installed by Town staff.

Benches can be ordered anytime throughout the year, however, an installation date for the bench will be based on weather conditions.

All wording for the commemorative plate must be approved by the Director of the Community Development Department.