

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2023 - 27

**“A BY-LAW TO ADOPT A SPORTS MEMORABILIA DONATION AND DISPLAY
POLICY”**

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal recognizes the significance of local and historical sports memorabilia and banners; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal wishes to celebrate and display achievements in sports that are significant to the Township for the awareness and enjoyment of local and visiting patrons; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal recognizes and takes pride in the operation, maintenance and cleanliness of the municipal facilities that house the sports memorabilia and banners; and


WHEREAS the Council of the Corporation of the Township of Edwardsburgh Cardinal
deems it advisable to adopt a sports memorabilia donation and display policy;


NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. The Sports Memorabilia Donation and Display Policy attached hereto as Schedule “A” shall form a part of this bylaw.
2. That this by-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 24 day of April, 2023.

Read a third and final time, passed, signed and sealed in open Council this 24 day of April, 2023.


Tory Deschamps (Apr 28, 2023 06:22 EDT)
Mayor


Clerk

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Sports Memorabilia Donation and Display Policy

1. Purpose:

The purpose of this policy is to establish and provide guidance and direction to the public, Township staff, and Municipal Council/Committee on the process of accepting sports memorabilia donations for the Township's municipal facilities.

The policy defines the type of donation(s) that will be accepted by the Township, the procedure for accepting, displaying, and storing of the donation(s), the procedure for returning or disposing of the unaccepted donation(s), and the Transfer of Ownership Agreement attached as Appendix A to this bylaw.

2. Definitions:

"Committee" – shall be any Committee of the Whole, as outlined and defined within the Terms of Reference for Committees of Council, comprised of all members of Council.

"Community Centre" – means the South Edwardsburgh Community Centre, also known as the Johnstown Community Centre.

"Council" – means the Council of the Corporation of the Township of Edwardsburgh Cardinal.

"General Sports Memorabilia" – means any awards, photos, trading cards, jerseys, helmets, hockey pucks, balls, bats, sticks, trophies, autographs, and other sports equipment that is directly associated with an athlete, team, sporting event, or sporting venue.

"Municipal Facility" – means the Cardinal or Spencerville recreational arenas, the South Edwardsburgh Community Centre, and the Municipal Office.

"Significant Sports Memorabilia" – means sports memorabilia that has a local significance to the community, such as current and/or retired national sports jerseys from local NHL players, and one-of-a-kind keepsakes.

"Sports Banner" – means a strip of material designed to show a hockey teams name and tournament championship year.

"Township Arena" – means the Cardinal and Spencerville recreational arena facilities.

"Township" – means the Corporation of the Township of Edwardsburgh Cardinal and includes its geographical area.

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"Township Staff" – means senior management staff employed by the Township.

3. Accepting and Displaying Original/Physical Significant Sports Memorabilia and Sports Banner Donations

When the Township is contacted regarding a donation inquiry, the person will be required to supply the Township with photographs and a detailed description of the item(s), including dimensions if the donation is for a sports banner. Township staff will review and determine if the item(s) fall within the policy's categories for accepted donations, using Appendix C, or is otherwise of sufficient sporting significance to warrant being accepted. Township staff will decide on the acceptance of the item(s), based on eligibility the criteria, and the placement of the same.

If the item(s) is accepted, the donor will be provided a Transfer of Ownership Agreement to be executed between the donor and authorized Township staff. Once the Transfer of Ownership Agreement is executed, the item(s) will be provided to the Manager of Parks, Recreation and Facilities to be installed in a location of their discretion and stored at a municipal facility.

The Township may accept significant sports memorabilia item(s) that are generally complete and in good condition, and for which provenance or locality is well documented. The following will be considered:

- Safety of item
- Relevance
- Duplication of the item(s) in the collection
- Condition of the item(s)
- Ownership
- Local sporting significance

The Township may accept sports banners for display if they meet the following criteria:

- Good condition
- Locally hosted events
- Sports organizations/teams that rent, compete and practice at a Township arena or community centre – tournaments for regional, provincial, national, international championships – finalists or champion banners.
- Participation banners are not eligible for display.

Before purchasing any banner, organizations/teams/individuals are encouraged to check with Township staff, specifically the Manager of Parks, Recreation and Facilities with respect to dimensions that may be accommodated within the arena.

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4. Accepting and Displaying Digital Significant Sports Memorabilia, Sports Banners, and General Sports Memorabilia

The Township will accept application submissions for digital items, including significant sports memorabilia, sports banners, and general sports memorabilia, using the form outlined in Appendix B through email submission or accessible website form submission.

The applicant will be required to submit a complete application form detailing the item(s), any historical/local significance of the item(s), and include photos of the memorabilia item(s). Township staff will review and determine if the item(s) fall within the policy categories for accepted digital submissions/donations, using Appendix C, or is otherwise of sufficient sporting significance to warrant being accepted. Township staff will decide on the acceptance of the item(s), based on eligibility criteria, the digital item(s) will be incorporated into the digital display of sports memorabilia.

5. Returning or Disposing of Donations Retained by the Township

Due to storage availability, the Township staff will determine if and when the Township cannot retain the donation. If Township staff determine that an item should no longer be retained, the donor will be contacted and provided a two (2) week notice to collect the item(s), otherwise the Township will dispose of the items, either by donation to another organization interested in the item or by physical destruction/discarded.

Prior to the returning or disposing of the donation, the Township shall digitalize the item, if not already done so, to ensure that a digital record may be maintained and displayed within the digital display database.

Reasons for returning or disposing of items include, but not limited to:

- Endangerment of public safety
- Excessive repair or maintenance required
- Irreparable damage
- Inaccessibility
- Contains illicit material
- Suspected to have questionable legal or ethical pedigree
- Item(s) is well represented and/or similar/duplicate in the collection
- Ability to display and/or store the item(s)

6. Displaying for Sports Banners

The physical display location of sports banners at a Township arena is at the sole discretion of Township staff. The banners may be displayed for a period of one year to run concurrent with the next playing season, tracked by Township staff as part of the organizations/team's schedule. The banners may

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be returned following the display period as outlined within section 5 of this policy.

7. Displaying of Significant Sports Memorabilia

The physical display location of significant sports memorabilia at a Township arena or community centre is at the sole discretion of Township staff. The physical display of significant sports memorabilia shall be in accordance with section 4 of this policy.

8. Digital Display

The Township shall establish and maintain a comprehensive database of digital records of current and future significant and general sports memorabilia including the following information, when available: photographic documentation, historical (past/present) information, significance of item, sport type, sporting venue, and player/team.

The digital database will be managed by the Parks, Recreation and Facilities Department and digitally displayed at applicable arenas and community centre based on the types of sports, the significant/general sports memorabilia and sports banners.

9. Transfer of Ownership Agreement

Appendix A: Transfer of Ownership Agreement, as attached, donors who wish to donate acceptable items to the Township will sign an agreement authorizing the permanent transfer of ownership to the Township.

In accordance with sections 3 and 4 of this policy, Township staff will review and determine if the item(s) is acceptable as a donation. Once the Transfer of Ownership Agreement is signed by the donor, the Manager of Parks, Recreation and Facilities and Municipal Clerk shall sign the agreement before the item(s) can be fully accepted.

The Township of Edwardsburgh Cardinal is the ultimate owner of the item(s) transferred and may be returned/disposed of in accordance with section 5 of this policy.

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Appendix "A"
Transfer of Ownership Agreement

Name of Donor: _____

Address: _____

Telephone: _____ Email: _____

Type and Condition of Donation(s): _____

Significance of
Donation(s): _____

Details of Donation(s): _____

I, the undersigned and lawful owner of the object(s) listed above, hereby permanently transfer by donation all rights, title, copyright, and interest in the object(s) to the Corporation of the Township of Edwardsburgh Cardinal. The object(s) listed are free and clear of all liens and/or encumbrances, in accordance with legislation of the Province of Ontario. It is understood that the intent of this agreement is to designate the Township of Edwardsburgh Cardinal as the permanent custodian of the donation transferred above. The Township of Edwardsburgh Cardinal and Township staff are hereby given full rights to the use of, care of, display, digitization, or disposal of the above-named object(s), at the discretion of the Township of Edwardsburgh Cardinal and Township staff.

I acknowledge that any donated items or materials not retained by the Township of Edwardsburgh Cardinal shall be disposed of by the Township of Edwardsburgh Cardinal. _____ (Donor Initials)

Donor/Owner Signature

Date

Donation(s) Accepted By:

Manager of Parks, Recreation & Facilities

Date

Clerk

Date

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Appendix "B"
Application Form

Name of Donor: _____

Address: _____

Telephone: _____ Email: _____

Type and Condition of Donation(s): _____

Significance of Donation(s): _____

Details of Donation(s): _____

Please indicate the number of photos included in the application and clearly identify which photo(s) is associated with specific donation item(s) if more than one item is being donated. _____ (number of photos attached)

Donor/Owner Signature

Date

Donation(s) Accepted By:

Manager of Parks, Recreation & Facilities

Date

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Appendix "C"
Types of Eligible Sports Donations

- Banners
- NHL jerseys
- NHL trophies
- Plaques
- Photographs
- Original art (sports related)
- Badges
- Artifacts and collections
- Awards
- Trading cards
- Jerseys
- Helmets
- Hockey pucks
- Balls
- Bats
- Autographs
- Sports related keepsakes
- Other appropriate sporting equipment and memorabilia that is directly associated with an athlete, team, sporting event, or local sporting venue

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Final Audit Report

2023-04-28

Created:	2023-04-25
By:	Rebecca Williams (rwilliams@twpec.ca)
Status:	Signed
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