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The Corporation of the
Municipality of Trent Hills

Bench and Tree Donation Program

Guidelines and Application



Municipality of Trent Hills

BENCH AND TREE DONATION PROGRAM

GENERAL GUIDELINES

The Bench and Tree Donation Program is designed to increase public enjoyment and participation in the Municipality's parks (includes all parks and trails). Benches and trees make great gifts to both your beneficiary and your favourite park. Best of all, your donation helps support parks everywhere!

People may make a donation towards new benches or trees provided space is available in the location desired. Donations are also available towards existing benches and trees. Whether existing or new, a donor recognition plaque will be installed on or near your donation.

Only bench and tree donations are covered by this policy. A donor requesting any other donation, dedication or memorial must apply to the Parks and Recreation Department. Although Trent Hills recognizes that donations are often memorials, benches or trees that are donated shall not be used as a shrine or be adorned with additional items at any time.

Donations should meet several key criteria:

- Donations must contribute to public enjoyment of parks, and not interfere with accessibility or use of the park by any member of the public.
- The "look and feel" of donations, and how they are used, should not detract from the existing theme or use of a park area.
- Park Operators need to be able to continue their regular maintenance of park areas, so donations should not interfere with those activities.

Your donation will become a part of the park for everyone's enjoyment. In return, you will be recognized for your contribution by a plaque placed on or near your donation. However, because the donation becomes public property, donors should be aware that they do not have any right to priority use of their donation. In addition, while Park Operators do their best to maintain all of the features of our parks in good condition, and make repairs as needed, donated items cannot be given priority treatment.

The following guidelines apply for selecting a location for donated assets:

- The asset proposed for installation must be conducive to maintaining the appearance of the surrounding park area.
- The donor can select from existing undedicated benches and trees, or in some circumstances have a new bench or tree installed with the approval of the Department.
- The asset must not interfere with the enjoyment of, or accessibility to, park areas or amenities for any member of the public.
- The asset must not, due to its location or materials, unduly interfere with existing maintenance activities for the area in which it is installed. For example, a bench installed in the centre of a large open field would interfere with grass trimming operations usually done with large equipment.
- Locations where there has been a recurring problem with vandalism and abuse to park assets will be avoided. If a donor wishes to have an asset installed in such a location despite this knowledge, the Parks and Recreation Department reserves the right to relocate or remove the asset.
- If circumstances arise that require an asset be relocated, the Department will attempt to contact the donor to advise them of the relocation. The Department will make the final determination.
- The Parks and Recreation office staff will ask you to fill out the *Bench and Tree Donation Program Application* on page 6, which will collect information needed to order and install your donation. This will include the wording for your donor plaque. You will need to provide payment for the donation, which covers the purchase, installation and maintenance of your donation. Staff will provide a receipt for your payment, and a charitable donation receipt will be mailed to you by the Municipalities Finance Department.
- A Park and Recreation Staff will work with you to determine donation availability, type and location. You may be invited to attend an on-site meeting with a Park Operator. At this meeting, you will confirm what type of park asset you wish to donate, and verify the desired location. The Department will have the final determination as to type of donation and location.
- A donation period will last 10 years. Within this time, the Parks and Recreation Department will replace a park bench or tree donation and/or plaque once if deemed necessary by the Department.

Please note that there may be a waiting list for donations for some municipal parks and trails, and some parks (particularly waterfront parks) may no longer be available for donations.

**To discuss donation opportunities please contact Parks and Recreation at
705-653-1900 x 233 or kelli.stapley@trenthills.ca**

MUNICIPALITY OF TRENT HILLS BENCH AND TREE DONATION PROGRAM



BENCH DONATION – GUIDELINES

If you would like to donate a bench, follow these steps:

1. Decide in which park or section of trail you would like to situate the bench (it is a good idea to have a second choice in mind) and then call 705-653-1900 x 233 to put your name on the waiting list and fill out the *Bench and Tree Donation Program Application* on page 6. You can also email us at kelli.stapley@trenthills.ca
2. When your name is next on the list, you will be called to arrange for an on-site meeting with a Parks and Recreation Staff.
3. Once the location is decided, you will be asked to provide payment by cheque (made out to the "Municipality of Trent Hills"), along with your plaque wording (see guidelines on page 5).

Donation Amounts:

- Bench MLB300M \$4000.00 (includes HST)
- The donation amount includes bench, plaque, concrete pad pouring, installation, maintenance and repair for a period of 10 years.
- Bench donations are tax deductible and the Municipality will issue an official receipt to the donor.

Installation and Location Choices:

- Installations are seasonal and are done as weather and ground conditions permit. There may be a waiting list for locations in some parks or trail sections. It could take three to four months for the plaque to be produced and installation to take place.
- Once you have decided to proceed with a bench donation, it is advisable to schedule a park/trail site visit to discuss the bench and location opportunities with a Parks and Recreation Staff.
- Occasionally there may be a need to relocate a donation if there are frequent repairs needed, or if the park area is undergoing new development. If this is the case, the Parks and Recreation Department undertakes the relocation and covers all of the costs. Every attempt will be made to notify the original donor.

The Municipality understands that the bench or tree may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the Municipality does not permit the placement of flowers, wreaths, pictures, etc. at the site or the addition of fixtures to or around the donated item.

MUNICIPALITY OF TRENT HILLS BENCH AND TREE DONATION PROGRAM



TREE DONATION – GUIDELINES

If you would like to donate a tree, follow these steps:

1. Decide in which park you would like to situate the tree (it is a good idea to have a second choice in mind) and then call 705-653-1900 x 233 to put your name on the waiting list and fill out the *Bench and Tree Donation Program Application* on page 5. You can also email us at kelli.stapley@trenthills.ca
2. When your name is next on the list, you will be called to arrange for an on-site meeting to discuss location and the type (species) of tree with a Parks and Recreation Staff.
3. Once the location is decided, you will be asked to provide payment by cheque (made out to the "Municipality of Trent Hills"), along with your plaque wording (see guidelines on page 5).

Donation Amounts:

- Standard Tree \$1000.00 (includes HST)
- Special Order Tree \$ to be determined at time of order
- The donation amount includes the tree, plaque, installation and maintenance for a period of 10 years.
- Tree donations are tax deductible and an official receipt will be issued to the donor by the Municipality.

Installation & Location Choices:

- There are two planting times per year in the spring and the fall. Requests for a spring planting must be received by March 1st and for a fall planting by August 1st.
- Once you have decided to proceed with a tree donation, it is advisable to schedule a park site visit to discuss the type (species) of tree and location opportunities. The Municipality plants a number of different tree species and varieties that are considered appropriate for various locations in our parks. Each tree type must be considered in its specific location. If you are donating a new tree, our Parks Staff will help you select a tree that suits a desired location.
- Occasionally there may be a need to relocate or change the type (species) of tree. If this is the case, the Parks and Recreation Department undertakes the relocation and covers all of the costs. Every attempt will be made to notify the original donor.

Species of Trees:

- Standard tree species available for plantings are Red Oak, Hard (Sugar) Maple, Red Maple

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MUNICIPALITY OF TRENT HILLS BENCH AND TREE DONATION PROGRAM

DONOR PLAQUE WORDING – GUIDELINES

Inscription guidelines:

The wording should keep the theme of the inscriptions uplifting, inspirational or promote enjoyment of the park or trail area in which the asset is located, while still honouring the person who is the subject of the donation. Wording must be approved by the Parks and Recreation Department.

Plaque Sizes:

1. Park Bench

This is an engraved plaque. The plaque is 2.125 inches in height and 5.875 inches in length.

2. Tree Plaque

The plaque is approximately 5 inches in height and 5 inches in length. A maximum of eight lines and approximately 15 characters per line is recommended for aesthetic reasons. The plaque will be standard with a black background with white lettering.

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BENCH AND TREE DONATION PROGRAM APPLICATION

If you have any questions please call 705-653-1900 x 233 (Kelli Stapley). All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

1. Applicant Information

Name _____ Phone _____
Address _____ Fax _____
City, Province, Postal Code _____ Email _____

2. Donation Amount (Please indicate the donation type – If tree, indicate desired tree species – the Department will accommodate if possible)

Park Bench **\$4000.00** (includes HST) Tree and Species _____ **\$1000.00** (includes HST) \$ _____
\$ _____

3. Replacement plaque **\$350.00** (includes HST) \$ _____

4. Location Information (Indicate the desired location: Park name or Trail location)

5. Plaque Information:

- *Bench Plaque - MPM 100 H 2.125" L.5.875"*
- *Tree Plaque approximately 5" by 5"*

7. Payment – please make your cheque payable to:

'Municipality of Trent Hills'
for questions please contact -
Parks and Recreation at 705-653-1900 x 233.
Donations to the Municipality are tax deductible.

Please detach & return this form and your payment to:

Municipality of Trent Hills
Parks and Recreation Department
66 Front Street South, PO Box 1030
Campbellford, ON K0L 1L0

8. I have read, fully understand, and agree to abide by the Bench and Tree Donation Program Policy – attached.

My signature below indicates that I have read this document in its entirety, consulted with the Municipality of Trent Hills - Parks and Recreation Department and understand that:

- The Department makes all final decisions, including but not limited to availability, bench or tree location, bench style and tree species.
- All language used on the recognition plaques is subject to approval.
- As a tax-deductible donation, all donated items are the property of the Municipality of Trent Hills - Parks and Recreation Department and will be maintained according to Department policy and priorities.

Signature of Donor: _____ Date: _____

For Office Use Only:

Approved: YES NO Approved by: _____
Name Date

Payment Received and Recorded _____ \$ _____ by _____
Date Amount Name

Copy to P&R Department Shop _____ Installation Date _____
Date

Charitable Donation Issued _____ Notes: _____
Date