



The TOWNSHIP of
NORTH DUMFRIES

Bench and Tree Donation Program Guidelines and Application



GENERAL GUIDELINES

The Bench and Tree Donation Program is designed to increase public enjoyment and participation in the Municipality's parks (includes all parks, spaces, and trails). Benches and trees make great gifts to both your beneficiary and your favourite park. Best of all, your donation helps support parks and open spaces everywhere! People may donate new benches or trees provided space is available in the location desired. 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 should speak with Township Staff in the Community Services Department.

Donations should meet several key criteria:

- Donations must contribute to public enjoyment of parks and open spaces, 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.
- Township Staff need to be able to continue their regular maintenance of park and open space areas, so donations should not interfere with those activities.

Your donation will become a part of the park and/or open space area 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. Also, while Township Staff do their best to maintain the features of our parks and open spaces 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 and/or open space area.
- 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 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.
- Community Services 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 and installation of your donation. Staff

will provide a receipt for your payment which may be eligible as charitable donation applicable for Income Tax purposes.

- If a bench is proposed for a plaza, adjacent a Municipal building or sidewalk along a street, co-ordination with Staff will be necessary to ensure accessibility and avoidance of conflicts with utilities.
- Community Services Staff will work with you to determine donation availability, type, and location. You will be invited to attend an on-site meeting with a Staff member. At this meeting you will confirm what type of park asset you wish to donate, and with the Staff member you will verify its location. The Community Services Department will have the final determination on the location.

To discuss donation opportunities please contact:

Township of North Dumfries
Karen Winter, Director of Leisure and Community Services
(519) 632-8800 x 135
kwinter@northdumfries.ca



BENCH DONATION- GUIDELINES

1. Decide in which park or section of trail or other open space you would like to situate the bench, add your name to the waiting list, and complete the *Bench and Tree Donation Program Application* on page 6. Typically, the benches are purchased in May and September of each year.
2. When your name is next on the list, you will be called to arrange for an on-site meeting with a Community Services staff member.
3. Once the location is decided, you will be asked to provide payment by cheque (made out to the "Township of North Dumfries"), along with your plaque wording (see guidelines on page 5).

Donation Amounts:

- The donation amount includes the expense associated with the acquisition of the bench and plaque, the concrete poured pad, and the installation of the bench. These fees are established annually through the adoption of the Township's Fees & Charges By-law.
- Bench donations are tax deductible and an official receipt will be issued to the donor by the Township.

Installation and Location Choices:

- Installations are seasonal and done as weather and ground conditions permit. There may be a waiting list for locations in some parks, trail sections, and open space areas. 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 the Township Community Services Staff.
- Occasionally there may be a need to relocate a donation if there are frequent repairs needed, or if the park / open space area is undergoing new development. If this is the case, the Community Services Department undertakes the relocation and covers the costs. Every attempt will be made to notify the original donor.

The Township understands that the bench may have sentimental value; however, it is not to be considered a memorial or shrine. The Township respectfully requests that placement of flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated item is not permitted.

2022 Bench Donation Price

Item	Cost
Bench	\$1500 + \$350



TREE DONATION - GUIDELINES

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 put your name on the waiting list and fill out the Bench and Tree Donation Program Application.
2. The trees are purchased in May and September of each year.
3. 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 Community Services staff member.
4. Once the location is decided, please see the application form attached for guidelines on payment and plaque wording.

Donation Amounts:

- The donation amount includes the expenses associated with the acquisition of the tree, plaque, installation, and watering for the first season. These fees are established annually through the adoption of the Township's Fees and Charges By-law.
- The cost of the tree will vary dependent upon tree species and caliper. The deciduous trees have a caliper diameter of 65 to 70 mm (1.8 to 2.4 m in height). Coniferous trees are typically 1.5 to 2.1 m in height.
- Tree donations are tax deductible and an official receipt will be issued by the Municipality to the donor.

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 Township plants 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. The Community Services Staff will help you select a tree that suits a desired location.
- Occasionally there may be a need to relocate or change the species of tree. The Community Services Department relocates and covers all the costs. Every attempt will be made to notify the original donor.

The Township understands that the tree may have sentimental value, however it is not to be considered a memorial or shrine. The Township respectfully requests that placement of flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated items is not permitted.

2022 Tree Donation Prices

Tree Species	Cost
Autumn Blaze Maple	\$250.00 (plus HST) + \$250.00
Sugar Maple	\$250.00 (plus HST) + \$250.00
Red Maple	\$250.00 (plus HST) + \$250.00
Crimson King Maple	\$250.00 (plus HST) + \$250.00
London Plane	\$190.00 (plus HST) + \$250.00
Bur Oak	\$250.00 (plus HST) + \$250.00
Red Oak	\$250.00 (plus HST) + \$250.00

DONOR PLAQUE WORDING - GUIDELINES

Inscription guidelines:

The wording should keep the theme of the inscriptions uplifting, inspirational or promote enjoyment of the park, open space, 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 Community Services Department.

Plaque Sizes:

1. Park Bench

The plaque is approximately 2.125 inches in height and 5.875 inches in length. (5.4 cm x 15 cm)

2. Tree Plaque

The plaque is approximately 5 inches in height and 5 inches in length (12.7 cm x 12.7 cm). A maximum of seven lines and approximately 15 characters per line is recommended for aesthetic reason



Bench and Tree Donation Program Application

1. Applicant Information

Name _____ Phone _____

Address _____ Fax _____

City, Province, Postal Code _____ Email _____

2. Donation Amount

Park Bench _____ Tree & Species _____

3. Location Information

(indicate the desired location: park name, open space area or trail location)

4. Plaque Information

Bench Plaque: 2.125" height x 5.875" length

Tree Plaque: 5" height x 5" length

5. I have read, fully understand, and agree to abide by the Bench and Tree Donation Program Guidelines. My signature below indicates that I have read this document in its entirety, consulted with the Township of North Dumfries Leisure and Community Services Department, and understand that:

- a) The Department makes all final decisions, including but not limited to availability, bench or tree location, bench style and tree species.
- b) Payment will be made to the Township of North Dumfries upon approval by the Township.
- c) All language used on the recognition plaques is subject to approval.
- d) As a tax-deductible donation, all donated items are the property of the Township of North Dumfries as administered by the Leisure and Community Services Department.

Signature of Donor _____ Date _____

Please send completed application forms to:
Karen Winter, Director of Leisure and Community Services
kwinter@northdumfries.ca

For Office Use Only	
Approved: Yes ___ No ___	Approved by _____ Date _____
Date Application Received: _____	Installation Date: _____
Date Payment Received: _____	Amount: _____
Date Charitable Donation Issued by: _____	Notes: _____
Parks - Donations Revenue - Parks Items 10-700-0710-41211	