

Park Furniture Donation Program

Policy Guidelines and Application



GENERAL GUIDELINES

The Park Furniture Donation Program is designed to increase public enjoyment and participation in the municipality's parks and trails. Park furnishings make great gifts to your beneficiary and your favourite park or trail. Your donation will honour your loved one and help support municipal parks across Georgian Bay.

You may donate existing or new furnishings and a donor recognition plaque will be installed on or near your donation.

This policy covers park furnishings only. Park furnishings include benches, waste receptacles and picnic tables. A donor requesting any other donation, dedication or memorial must apply to the Operations Department.

Donations should meet the following 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.
- Donations should not interfere with regular maintenance of park areas.

Your donation will become 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. Also, 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.

LOCATION GUIDELINES 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 park furnishings, or in some circumstances have a new item installed with the approval of the Operations Department.
- The asset must not interfere with the enjoyment of, or accessibility to, park area 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.
- 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 Operations Department reserves the right to relocate or remove the asset.
- If circumstances arise that require an asset be relocated or removed, the Operations Department will attempt to contact the donor to advise them of the relocation. The Department will make the final determination.
- Department office staff will ask you to fill out the Park Furniture Donation Application, which will capture the information needed to order and install your donation. This will include the wording of your donor plaque. You will need to provide payment for the donation, which covers the purchase, installation and maintenance of your donation.
- All installation will be performed by staff and not the donor. Staff will provide a receipt for your payment, and a charitable receipt will be mailed to you by the Finance Department.
- Parks Operators will work with you to determine donation availability, type and location.
- You will be invited to attend an on-site meeting with a Parks Operator. At this meeting you will confirm what type of park asset you wish to donate, and with the Parks Operator you will verify its location. The Operations Department will have the final determination as to the type of donation and location.
- The donation period will last 15 years. Within this time, the Operations Department will replace a donation and/or plaque up to two times if deemed necessary by the Department.
- After 15 years the donated asset will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. Every attempt will be made to contact the original donor and it is the responsibility of the donor to ensure the Operations Department has up-to-date contact information. If the original donor opts not to renew, the donated asset and plaque may be removed or rededicated at any time.

To discuss donation opportunities please contact Director of Operations, Brad Sokach, at 705-538-2337 x230 or by email bsokach@gbtownship.ca.

DONATION GUIDELINES

- 1) Decide in which park or section of trail you would like to donate a particular furnishing. Complete the application form and fax or email the completed application to the attention of Brad Sokach, Director of Operations at 705-538-1850 (fax) or bsokach@gbtownship.ca.
- 2) You will be notified to coordinate the on-site meeting with a Parks Operator to determine the location of the asset.
- 3) Once the location has been decided, you will be asked to provide payment, along with your plaque wording. (Guidelines for plaque wording can be found further in the policy).

DONATION AMOUNTS

- Bench - Please call for pricing
- Waste Receptacle - Please call for pricing
- Picnic Table - Please call for pricing

The donation amount includes the item of park furniture, plaque, installation, maintenance and repair for a period of 15 years. You will have the option to renew this term upon expiry.

Park furniture donations are tax deductible and an official receipt will be issued to the donor by the municipality.

INSTALLATION & 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 type of park furnishing and location opportunities with a Parks Operator.
- Occasionally there may be a need to relocate the donation if there are frequent repairs needed, or if the park area is undergoing new development. If this is the case, the Operations Department undertakes the relocation and covers all of the costs. Every attempt will be made to notify the original donor. The donor must keep up to date contact information with the Department so notification is possible.

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

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 Operations Department.

Plaque Sizes:

The tags are laser engraved black on a gold plastic material and covered with clear lexan. The plaque is 6.5 cm (2.5 inches) in height and 20.5 cm (8 inches) in length. A maximum of five lines and approximately 30 characters per line is recommended for aesthetic reasons. The plaque is attached to the park furnishing by a Parks Operator.

Sample Inscriptions:

JOHN SMITH SHARING YOUR LOVE OF PARKS & LAKES YOUR FAMILY & FRIENDS	JOHN SMITH COME SIT WITH ME AND REST AWHILE BRISK WALKS AND WISTFUL TALKS REST EASY JANE SMITH & FAMILY	JOHN SMITH LOVING FATHER & HUSBAND & GRANDFATHER REMEMBERED ALWAYS
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OTHER GIFTS AND DONATIONS

Please contact the Operations Department at 705-538-2337.

PARK FURNITURE DONATION APPLICATION

If you have any questions please call 705-538-2337. Applications are reviewed for appropriateness and are subject to approval. Please print legibly.

1. Applicant Information

Name _____

Phone _____

Address _____

Fax _____

Email _____

2. Donation Information

Bench Picnic Table Waste Receptacle Cottage Chair Other _____

3. Donation Amount

Please see the DONATION AMOUNTS section of the policy.

\$ _____

4. Location Information *(you will be contacted by staff to coordinate an on-site meeting)*

Please indicate the desired location.
