

DONATION PROGRAM INFORMATION GUIDE:

Benches, Picnic Tables, and Trees



GENERAL INFORMATION

Interested in recognizing someone with a donation to the greenspaces of the Township of Madawaska Valley? We're now accepting applications for benches, trees, or picnic tables in our parks. Key information on the program is below, with details on purchasing different types of donations in the following pages.

- The Township purchases and installs your donated item, as well as any associated plaque.
Individuals are not able to purchase their own items for placement.
- Ordering of items takes place annually. Installations are done as weather permits, and there may be a waiting list for some parks or open space areas. You must order by January 31 for spring placement.
- Any donation must be all-weather and not require special care or storage.
- Complete the attached application form to join the list. Once your name is up, an onsite meeting with Township staff will take place where location of the donation will be discussed. It's wise to have a first and second choice for location of your donation item, and keep in mind that park activities, accessibility, and maintenance of the space will be considered when placing a new donation item.
- While Township staff do their best to maintain the features of our parks and make repairs as needed, donated items cannot be given priority treatment. If a bench or picnic table become damaged beyond reasonable repair, or if a tree is damaged or dies, the Township reserves the right to remove the donated item. Notice will be given to the original donor.
- If circumstances arise that require your item to be relocated, the Township will attempt to contact the donor and advise them of the relocation.
- Donations are tax deductible, and an official receipt will be issued to the donor by the Township.
- The Township understands that the donated item may have sentimental value, however it is not to be considered a memorial or shrine. The placement of flowers, wreaths, pictures, or similar is not permitted.

For complete information on the donation program, please refer to Policy GA-13: Sponsorship Policy Schedule A.

FOR MORE INFORMATION

Hannah Gutoskie, Recreation and Community Development Coordinator
recreation@madawaskavalley.ca
613-756-2747 x220

BENCHES & PICNIC TABLES

The donation amount includes the expenses associated with the acquisition of the bench and plaque, as well as the installation of the bench. Fees are established annually. It is necessary for the donated bench or picnic table to be a permanent fixture, and not require moving or storage.

Occasionally, there may be the need to relocate a donation if there are frequent repairs, consistent vandalism, or if the park is undergoing new development. In this case, the Township undertakes the relocation and covers the costs. If a bench or picnic table becomes damaged beyond reasonable repair, the Township reserves the right to dispose of the item. Every attempt will be made to notify the original donor in either of these instances.

Donated benches or picnic tables become the property of the Township of Madawaska Valley, and donors should be aware they do not have any right to priority use of their donation.

TREES

The donation amount includes the expenses associated with the acquisition of the tree, plaque, installation, and watering for the first season. Fees are established annually.

Township staff will make a reasonable attempt to upkeep the newly planted tree, however the Township may, at its own discretion, prune or remove donated trees as required. Any tree that is removed, damaged, dies, or is a hazard may not be replaced. In these circumstances, every attempt to notify the original donor.

PLAQUES

Each donation includes the cost of creation and installation of a plaque. Plaque wording is approved by Township staff. Each plaque is made of heavy cast bronze. Should a plaque become damaged beyond reasonable repair, the Township reserves the right to remove it. Every attempt will be made to notify the original donor, who will be given the opportunity to purchase a replacement.

Bench and picnic table plaques are 10.5" wide and 3" high. You may include up to 4 lines of text & 28 characters (including spaces) maximum per line. Plaques are installed directly onto the surface of the table.

Tree plaques are 7" wide x 5" high. You may include up to 5 lines of text and 26 characters (including spaces) maximum per line. Plaques are installed on a stake adjacent to the tree.

COSTS - 2024

| | |
|-------------------------|---|
| Tree | Cost of Tree and Plaque + \$1000 (HST inc) |
| Bench | Cost of Bench and Plaque + \$100 (HST Inc) |
| Picnic Table | Cost of Picnic Table and Plaque + \$100 (HST Inc) |
| Accessible Picnic Table | Cost of Picnic Table and Plaque + \$100 (HST Inc) |

APPLICATION: BENCH & TREE DONATION PROGRAM

| | |
|---------------|--|
| Donor Name | |
| Donor Address | |
| Donor Email | |
| Donor Phone | |

I want to donate a:

☐ Tree

☐ Bench

☐ Picnic Table

| | |
|------------------------------|--|
| Requested Location | |
| TREE ONLY: Requested Species | |
| Requested Plaque Wording | |

OFFICE USE

| | |
|------------------------|--|
| Date Received | |
| Date Approved | |
| Amount Due | |
| Date Paid | |
| Item Installation Date | |

PLAQUES - EXAMPLE



BENCH & PICNIC TABLES EXAMPLE



NOTE: These are examples only - actual product ordered will depend on costs and availability.