TOWN OF LADYSMITH

Celebrate our Present. Embrace our Future. Honour our Past.

PARK BENCH, TREE and AMENITY DONATION PROGRAM

1. SPONSOR INFORMATION				
NAME:		INITIAL:	LAST NAME:	
STREET ADDRESS:				
PO BOX #:		EMAIL:		
CITY/TOWN:		PROVINCE:	POSTAL CODE:	
HOME PHONE:		CELL:		

Signature:_____

By signing, I recognize that I have read the policy in regards to benches or amenities not being maintained in perpetuity.

Date:

_____

Dedication To:

_____

      (print name)

Type of Dedication: ☐ **Bench** ☐ **Tree** ☐ **Amenity (please specify)**_____

2. Location Details:

3. General Notes:

Plaque Inscription: Please insert one letter/square.

Recommended: Maximum 34 letters & spaces per line. Three lines.

Office to Complete	
Donation Amount Received:	Tax Receipt #:
Costs/Details:	
Date Plaque Ordered:	Date Installed:
Code: GL 30-271654 1200 Wages, 1400 Benefits, 4411 Vehicle, 5930 Supplies	
A photo of the finished plaque and installed bench, tree or amenity (if possible, include landmarks in photo) to be forwarded to City Hall.	

TOPIC:	PARK BENCH, TREE AND AMENITY DONATIONS GUIDELINES
POLICY No:	**12-5810-A**
APPROVED BY: COUNCIL	RESOLUTION No: CS 2021-021
ORIGINAL DATE: JUNE 19, 2000	
AMENDED DATE: JANUARY 19, 2021	

This program allows a donor to contribute to the cost of installing bench, tree or amenity at one of the Town's parks, the beach or on a boulevard.

Location:
The Parks Department and donor will determine a mutually acceptable location for the bench, tree or amenity. A final or deciding choice will be the responsibility of the Parks Department.

Ownership:
Donations to the Town in no way constitute ownership of the item, the land upon which it is situated or the surrounding lands. The Town retains the right to use lands adjacent to these donated items as it deems appropriate and if necessitated, to relocate the item if redevelopment of the area warrants that action.

Tax Receipts
Tax receipts will be issued, as donations to Canadian Municipalities may be tax deductible.

Memorial Plaque
Up to 34 letters on three lines are permissible on a memorial plaque.

Maintenance:
The Town will provide normal maintenance for the bench, tree or amenity as long as reasonably possible. Existing benches will be maintained in perpetuity and any new dedications will be maintained for the reasonable life span of the bench, tree or amenity with regular maintenance costs borne by the Town. If, through vandalism or accident, for example, a bench, tree or amenity is extensively damaged, the Town will, at the discretion of the Parks Department, repair the damage, replace the bench, tree or amenity, or relocate the donor plaque to a suitable location. A reasonable effort will be made to notify the donor that the dedication bench, tree or amenity has been affected and discuss with the donor possible solutions. However, the Town is not obligated to replace the bench, tree or amenity.

Styles and Costs
The style of bench used by the Town is the DuMor - 56 series, which is 6 feet long, complete with back support and constructed using Ipe (hard wood). The cost of the bench is contained within the Town's current Fees and Charges Bylaw.

All costs associated with the installation of the bench, tree or amenity will be borne by the donor. A permanent memorial registry will be kept at City Hall.

Application Form
For each memorial/donation, an application form should be completed and forwarded to City Hall for the Memorial Registry. Since the form may change from time to time, it is not included as part of this policy.