

DONATION OF BENCHES OR TREES

Date of Issue/Revision:
July 18, 2011, February 7, 2022

The District of Logan Lake welcomes the donation of benches or trees and all donations shall be in compliance with the following:

a) Benches:

- Only concrete or approved metal and recycled plastic lumber benches with a concrete foundation, are permitted.
- The total cost of the bench including freight, installation cost of the plaque and taxes are to be paid for by the donor.
- Only one 2 ¾" x 8" bronze plaque to be allowed on each bench at the cost of the donor.
- Wording on the plaque to be as follows: Donated by: [name] [date] and In memory of: [name] [date]
- Benches can only be placed in designated areas of the municipality or installed in an area requested by the donor as long as the area requested does not negatively impact on District operations.

b) Trees:

- The cost of donating a tree shall include the purchase, delivery and planting.
- Only non-fruiting bearing trees are permitted.
- The height of donated trees for planting cannot exceed 12 feet.
- The District does not guarantee tree survivability.
- The donor, with the approval of the Public Works Superintendent, shall select the type of tree for planting.
- The donor, with the approval of the Public Works Superintendent, shall choose the Park for the tree to be planted in.
- Trees shall be planted during regular work hours, Monday to Friday between 7:00 am and 3:30 pm.
- Memorial plaques are not permitted on trees.
- Recognition of donated trees, (being a 2 ¾" x 8" bronze plaque with the name of the donor and the name of the person being memorialized), may be placed on a concrete pillar at the base of the tree.
- A ceremonial gathering at the time of a tree planting is permitted but must be arranged in advance with the Public Works Superintendent.

General:

- a) Schedule "A" must be completed by the donor (with payment to be collected in full when of ordering)
- b) The actual costs of a bench or tree shall be reviewed and set no later than February 15th of each year.
- c) An official tax receipt will be issued for the value of each donation.
- d) Once the donated item is installed it becomes the property of the municipality and is for the use and enjoyment of the general public.
- e) The District shall maintain the item donated and repair any damage due to natural conditions or vandalism.
- f) The District shall maintain a record of each donation, including the name of the donor, the date, type of tree and Park location or bench and location, the name of the person being memorialized and the date completed.
- g) Donors must acknowledge that donated items have a life span and following the expiry of the donated item, the District is permitted to remove the item and attempt to contact the donor to give them the opportunity to purchase a new donation.

APPLICATION - DONATION OF BENCHES OR TREES

DONATED BY: _____

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

LOCATION: _____

* 2022 COSTS (taxes included):	BENCHES <u>\$3,000.00</u>	TREES <u>\$600.00</u>
	(\$2,857.14 + \$142.86 GST)	(\$571.43 + \$28.57 GST)
		Account # 13407491

WORDING ON PLAQUE:

In Memory of _____

Date (optional): _____

Donated by: _____

Date (optional): _____

Signature

Date

* Set annually by the Public Works Superintendent.

Original: Filing No. 1770.20.BTR
cc: P.W.S. (Order bench, tree and plaque if applicable)
Accounting Department