

COMMUNITY ASSET DONATION PROGRAM

Policy Statement: Individuals and organizations may make a general donation to the Community Asset Donation Program or a donation for a specific community asset. Any community asset can be a tribute to an individual or group. A community asset is considered to be, but not limited to, a tree, bench, work of art, structure, etc.

Purpose: The purpose of the Community Asset Donation Program is to provide a means to recognize and honour others through a lasting tribute. The contributions made through this program will also benefit the parks, urban forest, greenspaces, the natural environment and the community as a whole. This policy outlines the roles and responsibilities of the contributor, the donor and staff.

Administration: The Community Asset Donation Program is implemented pursuant to this policy approved by Yarmouth Town Council.

Cost: Donors may direct a specific use of their donation, subject to options within the program. A signed agreement outlining the roles and responsibilities of the contributor/donor and the Town will be required upon receipt of funds, prior to the installation of the community asset. The required donation for a specific item will include all costs including acquisition, installation, plaque, etc.

Plaques: Plaques shall be made of metal, black on white, three inches by five inches and wording shall include: _____ donated in memory of _____ (name) by _____ (Optional) _____ (Date). Donors who request a plaque to accompany the community asset must include the cost of the plaque in their donation.

Location: Not all Town lands are suitable for the donation of a particular asset. Town of Yarmouth will provide the donor with options and will work with the donor to identify the appropriate location for an asset.

Donation: Donations must be received before assets are purchased. A tax receipt for the value of the asset, installed, will be issued to the contributor. Placement of memorial wreaths, flowers or other items will not be permitted. The Town of Yarmouth will maintain the asset in the same manner as other Town-owned assets. Replacement of a donated asset within the first five years after installation will be the responsibility of the Town of Yarmouth. After 5 years have elapsed, further replacement shall be at the sole discretion of the Town of Yarmouth.

Installation: Assets will only be installed from April 1 through October 31. Installation will be completed to Town standards and specifications. Donors will be notified by Town staff once the asset has been installed.

Maintenance: The Town of Yarmouth will maintain the donated asset in the same manner as other town assets. If the accompanying plaque requires replacement due to theft or vandalism, the replacement cost will be the responsibility of the Town of Yarmouth. In the event that the location of the asset proves to cause concern due to vandalism or other issues, the Town may relocate the asset and the plaque, in consultation with the donor.

RECEIPT and RECOGNITION of DONATIONS

Monetary Contribution: Monetary contributions will be received by Yarmouth Town Hall and a charitable tax receipt shall be issued.

Memorial Book: A Memorial Book shall be kept in Yarmouth Town Hall listing the names of those being remembered and the contributor's and donor's names if they so desire.

Non-Monetary Contribution: Items donated may be subject to an independent appraisal for valuation purposes before a charitable tax receipt is issued.

Annual Recognition: Once per year, the names of all those who have either contributed or donated in that calendar year shall be reported to Town Council and shall be published on the Town of Yarmouth website.

Non-Acceptance: The Town of Yarmouth reserves the right to not accept any donation for any reason it deems appropriate according to law.

The Town of Yarmouth may, in its sole discretion, refuse to accept any proposed donation on the following grounds:

- a) The donation could reasonably compromise the Town's public image or reputation;
- b) The donation exposes the Town to potential liability or unacceptable risk;
- c) The donor applies unacceptable conditions or restriction on the donation;
- d) The donation will be difficult to administer;
- e) The donation does not comply with the Canadian Income Tax Act, Canada Revenue Agency guidelines or any other applicable law.



Community Asset Donation Program
Donor Agreement

Thank you for considering the Town of Yarmouth Community Asset Donation Program. Please complete the following information:

Donor Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

Community Asset: Individuals and organizations may make a general donation or a specific asset to the Community Asset Donation Program. Any community asset can be a tribute to an individual or group. A community asset is considered to be, but not limited to, a tree, bench, work of art, structures, etc.

Asset Donation Information

Asset donated: _____

Cost of Asset: _____

In Memory

In Honor

*check one

Plaque required

Yes

No

*check one

Information to be included on plaque: _____

Signatures

Donor

Todd Muise, Parks Supervisor, Town of Yarmouth

FOR OFFICE USE ONLY:	
Amount received: _____	Date: _____
Receipt#: _____	

Community Asset Donation Program

Tree Donation: Trees and location will have to be approved before proceeding. A 3" x 5" white plaque with black lettering will be purchased through LN Signs. Secured to a 6X6 Terra Brown post. Post will be 5ft long with 3ft in the ground and 2ft to the right of the tree.

Location: Any green space

Cost: Small Tree \$300

Large Tree \$750

Tree: Selected from tree list



Waste Receptacles: Once approved a 3" x 5" white plaque with black lettering will be purchased through LN Signs and installed by the parks department

Location: Throughout the town.

Cost:

XS50-4 Stream \$2545 plus Hst, shipping

XS35-4 Stream \$2250 plus HST, shipping



XS50-4



XS35-4

Picnic Tables:

Picnic table's location will be approved before proceeding. Plaque 3" x 5" will be secured to the picnic table.

See description and Specs below.

Cost: \$1081.82 plus HST, shipping and installation

Location: Parks and Green Spaces



Accessible Wooden Picnic Table \$250 plus installation

Regular Wooden Picnic Table (stained) \$175 plus installation



Hex Picnic Table

Description

Best selling table has spacious seating for six.

- Perfect for picnic areas, parks, schools, patios, rec centers & pools
- Constructed from the highest quality 100% recycled plastic lumber
- Improved design for easy assembly
- Accommodates 1.75" diameter umbrella poles and up to 11" high umbrella bases
- Maintenance-free & will never need paint or stain
- UV and moisture resistant
- Stainless steel assembly hardware included; some assembly required
- Keep all screws loose during assembly until entire bench is assembled
- Six colors available; choose one seat/tabletop color and one frame color
- ADA version available
- 50 year guarantee against breakage

Specifications

SKU	KTB1600
Model Name	Hex Table
Shape	Hexagon
Seats	6
Table Footprint	70.5" l x 72.25" w x 30" h
Tabletop Dimensions	46" l x 39.5" w x 30" h
Seat Dimensions	44.5" l x 11.75" w x 18" h
Mount Type	Portable
Weight	215.0

Park Benches: Park Benches location will be approved before proceeding. Plaques 3"x5" placed on top board. Engraved boards upon special request.

Cost: 4' Bench \$1100-\$1500(plus HST, shipping and installation)

6' Bench \$1300-\$2000(plus HST, shipping and installation)

Location: Parks and Trails



6' Bench



4' Bench

Description

- Seat/Back: Recycled plastic
- Seat Length: 4ft, 6 ft.
- Frame: Powder-coated cast aluminum
- Personalize our best selling bench
- Handsome recycled plastic boards with high-gloss inlay engraved lettering
- Contoured seat & back provide hours of comfortable seating
- No painting, rotting, peeling, rusting or cracking
- Black powder-coated cast aluminum frame pre-drilled for surface mounting
- Easy-to-assemble with included stainless steel hardware

Play Structures: Multiple designs to choose from. From one piece to full play structures.

Cost: Cost \$2000-\$20000



This Park Bench is
in Memory of
JOHN WILLIAMS SMITH
1950-2016
by his loving family

**Actual size