

## Bench fact sheet

### Summary:

Opportunities exist in most HCA Conservation Areas to have a bench dedicated in honour or memory of a loved one. Sites are pre-selected by Conservation Area staff and are filled on a first-come-first-served basis. If you have a particular site in mind we will do our best to accommodate your wishes but cannot guarantee that it will be approved. The following document is meant as a guide to the typical bench installation process.

**Cost:** \$3,000, the full amount of which is available for a charitable tax receipt.



Figure 1 – HCA Staff install a bench

### Bench Construction:

Benches are constructed from cedar planks that are mounted onto two metal legs. (Figure 1)

### Memorial Plaque:

A memorial plaque is mounted into the top cedar plank and can fit 3 lines of text, 45 characters excluding spaces. (Figure 2)

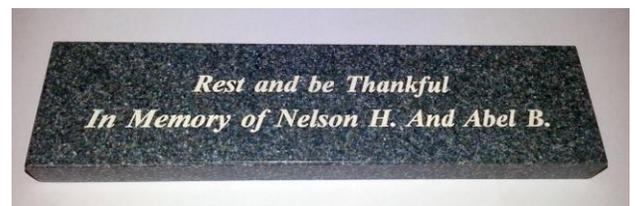


Figure 2 – Sample dedication plaque

### Typical Process:

1. Get in touch with Toby Tresidder at 905-525-2181 ext. 129 to discuss costs, timelines, maintenance and the process
2. Select a Conservation Area and pick among the available sites at that Conservation Area, either through Google Maps or by meeting with Conservation Area staff.
3. Make payment (either lump-sum or in installments) to the Foundation through cheque, credit, debit or PayPal.
4. A tax receipt is mailed to the donor.
5. The donor submits desired tribute text for the recognition plaque to Toby.
6. Toby orders the plaque, picks it up and delivers it to the construction crew and asks them to schedule installation during the next installation window.
7. The bench is installed in mid-May or mid-October by the HCA Construction Crew, whichever is sooner.
8. Toby notifies the donor of installation.

### Maintenance:

Included with the bench donation is 10 years' maintenance which covers any necessary repairs including a full replacement in case of damage.

After 10 years the bench is left in place but HCA is not necessarily liable for maintenance. When maintenance needs are noted by HCA staff, they are to contact Foundation staff about getting in touch with the donor to cover those costs. If the donor is no longer interested in covering maintenance costs, HCA then has the option to re-purpose the bench, but, in most cases will not do so.

As bench locations are often remote, HCA staff members are often unaware of maintenance issues. If the donor ever has any concerns about the bench, they are to call 905-525-2181 or notify Conservation Area staff.