

# GET ON BOARD at Petawawa's Comfort Station

Create a legacy to honour family and friends by purchasing a floorboard plaque on the boardwalk at Petawawa's Comfort Station, located along the Algonquin Trail.

## Purpose

The Commemorative Boardwalk Program provides opportunities for families and friends to purchase a plaque that will be affixed to the floorboards on the boardwalk surrounding the Comfort Station.

## Background

The Comfort Station was built in recognition of the Town's 25<sup>th</sup> Anniversary as a legacy project to serve the residents and visitors of the community. The Comfort Station provides a natural rest stop along the Algonquin Trail and is located within the heart of the town. The design of the Comfort Station is a modern take on the traditional railway stations that once dotted the region and provided vital connected transportation arteries. Rail stations often featured a boardwalk that surrounded the building. The boardwalk provides an ideal opportunity for families and friends of Petawawa to become part of the story of this project through the purchase of a commemorative boardwalk plaque.

## Scope

Commemorative boardwalk plaques are located on the floorboards that make up the deck around the Comfort Station in Petawawa.

## Coordination

The Commemorative Boardwalk Program is administered by the Economic Development Department for Petawawa.

## Cost

- The Commemorative Boardwalk Program offers participants the opportunity to purchase a plaque (size and font designated) that will be installed on a single board on the Comfort Station boardwalk. The program cost includes the plaque, engraving, installation, and general upkeep. It does not include plaque replacement.

- The life of the boardwalk is estimated to be ten years.

## Donation Requirements

- Commemorative plaque will meet the town's standard specification and design identified for this project.
- All commemorative products will become the property of the Town immediately upon their placement on municipal lands
- The Town reserves the right to determine and limit the number of boards purchased.

## Maintenance

- Both the commemorative donation and any affixed plaques will be maintained to the Town's standards for the lifecycle of the amenity (e.g. typically 10 years)
- They will be removed when repair is no longer feasible (as determined by the Town) due to damage and deterioration from the natural elements or otherwise

## Timing

- Requests will be accepted until all the Comfort Station boardwalk boards have been spoken for.
- Submission of requests is available through an online form.
- Plaques will be installed within a reasonable time after the order for the amenity has been placed, and depending on the time of year and seasonal weather conditions (approx. 2-4 months)
- The installation of the plaques will typically occur between May and October due to limitations and or constraints with weather
- The plaque will be installed only after the program fee(s) have been paid in full

## Location

- The plaque will be placed on the floorboards around the Comfort Station. The selection of the board on which the plaque will be affixed will be random.

## Plaque/Inscription

- All commemorative products accompanied by a plaque or inscription shall be consistent in size, shape, wording, and materials
- All wording will be approved by the Town in advance of purchase
- The Town reserves the right to refuse any application that does not keep with the dignity or decorum of the public space

## Repair/Replacement

- In the event of vandalism, the Town will make reasonable efforts to restore the amenity or the plaque to its original state, but will not replace the plaque.
- Should the purchaser wish to purchase a renewal plaque then it can be arranged to be installed. The plaque must be the exact replica of the original.

## Exceptions

- Requests that do not fit within the scope of these guidelines may be considered by the Economic Department team on an individual basis.

## Terms & Conditions

1. I agree with the Commemorative Boardwalk Program Guidelines.
2. I understand that plaques will not be maintained in perpetuity.
3. In the event of vandalism, the Town will make reasonable efforts to restore the amenity or plaque to its original state.
4. I understand that if the plaque is beyond repair, then I can have it replaced at my own expense with a plaque that is a replica of the original.