



THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

Bench and Tree Donation Program Guidelines

General Guidelines

The Bench and Tree Donation Program is designed to increase public enjoyment and participation in all Municipal parks. Benches and trees make great gifts to both your beneficiary and your favorite park. Best of all, your donation helps support parks everywhere!

People can make a donation towards new benches or trees provided space is available in selected location. Donations are also available towards existing benches and trees. Whether existing or new, a donor recognition plaque will be installed on or near your donation.

Only bench and tree donations are covered by this policy. A donor requesting any other donation, dedication or memorial must apply to the Community Services Commission. Only bench and tree donations are covered by this policy. A donor requesting any other donation, dedication or memorial must apply to the Leisure Services Department.

Donations should meet several key criteria:

- Donations must contribute to public enjoyment of parks, and not interfere with accessibility or use of the park by any member of the public.
- The "look and feel" of donations, and how they are used, should not detract from the existing theme or use of a park area.
- Park Operators need to be able to continue their regular maintenance of park areas, so donations should not interfere with those activities.

Your donation will become a part of the park for everyone's enjoyment. In return, you will be recognized for your contribution by a plaque placed on or near your donation. However, because the donation becomes public property, donors should be aware that they do not have any right to priority use of their donation. Also, while Park Operators do their best to maintain all of the features of our parks in good condition, and make repairs as needed, donated items cannot be given priority treatment.

The following guidelines apply for selecting a location for donated assets:

- The asset proposed for installation must be conducive to maintaining the appearance of the surrounding park area.
- The donor can select from existing undedicated benches and trees, or in some circumstances have a new bench or tree installed with the approval of the Department.
- The asset must not interfere with the enjoyment of, or accessibility to, park areas or amenities for any member of the public.
- The asset must not, due to its location or materials, unduly interfere with existing maintenance activities for the area in which it is installed. For example, a bench installed in the center of a large open field would interfere with grass trimming operations usually done with large equipment.
- Locations where there has been a recurring problem with vandalism and abuse to park assets will be avoided. If a donor wishes to have an asset installed in the Town's prescribed locations despite this knowledge, the Parks and Recreation Department reserves the right to relocate or remove the asset.
- If circumstances arise that require an asset be relocated, the Department will attempt to contact the donor to advise them of the relocation. The Department will make the final determination.

- Community Services Staff will work with you to determine donation availability, type and location. You will be invited to attend an on-site meeting with a Park Operator. At this meeting you will confirm what type of park asset you wish to donate, and with the Park Operator you will verify its location. The Department will have the final determination as to type of donation and location.
- Once your request has been approved, the Parks and Recreation office staff will ask you to fill out the Bench and Tree Donation Program Application, which will collect information needed to order and install your donation. This will include the wording for your donor plaque. You will provide payment once your application has been approved.
- A donation period will last 10 years. Within this time, the Parks and Recreation Department will replace a park bench or tree donation and/or plaque once if deemed necessary by the Department.

Please note that there may be a waiting list for donations for some municipal parks, and certain parks (particularly waterfront parks) may no longer be available for donations.

To discuss donation opportunities please contact Community Services at

905-640-1910 or parksadmin@townofws.ca



Bench Donation Guidelines

If you would like to donate a bench, follow these steps:

1. Please reach out to the Town's Parks department in regard to the Memorial Tree and Bench Donation Program. You can reach the Parks department via email at parksadmin@townofws.ca or call us at (905) 640-1900.
2. You will then be invited for an on-site meeting with a Park Operator to determine the donation availability, and location.
3. Once it has been decided in which park or section of a trail your bench donation will be situated, a Parks staff member will then reach out to with a *Memorial Bench Program Application*. You can also email us at parksadmin@townofws.ca for any further questions you may have regarding the application.
4. Once the location is decided, you will be asked to provide payment by cheque (made out to the "Town of Whitchurch-Stouffville") along with your plaque wording (see guidelines on page 5).

DONATION AMOUNTS

Bench MLB300M – \$2,500.00 (includes HST)

The donation amount includes bench, plaque, concrete pad pouring, installation, maintenance, and repair for a period of 10 years. Bench donations are tax deductible, and an official receipt will be issued to the donor by the Town.

INSTALLATION AND LOCATION CHOICES

- Installations are seasonal and are done as weather and ground conditions permit. There may be a waiting list for locations in some parks or trail sections. It could take three to four months for the plaque to be produced and installation to take place.
- Once you have decided to proceed with a bench donation, it is advisable to schedule a park site visit to discuss the bench and location opportunities with Community Services Staff.
- Occasionally there may be a need to relocate a donation if there are frequent repairs needed, or if the park area is undergoing new development. If this is the case, the Community Services Commission undertakes the relocation and covers all of the costs. Every attempt will be made to notify the original donor.

The Town understands that the bench may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason the Town respectfully requests that placement of flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated item is not permitted.

Tree Donation Guidelines

If you would like to donate a tree, follow these steps:

1. Please reach out to the Town's Parks department in regards to the Memorial Tree and Bench Donation Program. You can reach the Parks department via email at parksadmin@townofws.ca or call us at (905) 640-1900.
2. You will then be invited for an on-site meeting with a Park Operator to determine the donation availability, and location.
3. Once it has been decided in which park or section of a trail your bench donation will be situated, a Parks staff member will then reach out to with a Memorial Bench Program Application. You can also email us at parksadmin@townofws.ca for any further questions you may have in regards to the application.
4. Once the location is decided, you will be asked to provide payment by cheque (made out to the "Town of Whitchurch-Stouffville") along with your plaque wording (see guideline on page 5).

DONATION AMOUNTS

- **Standard Tree – \$1000.00 (includes HST)**

The donation amount includes the tree, plaque, installation and maintenance for a period of 10 years. Tree donations are tax deductible and an official receipt will be issued to the donor by the Municipality.

INSTALLATION AND LOCATION CHOICES

- There are two planting times per year in the spring and the fall. Requests for a spring planting should be received by March and for a fall planting by August.
- Once you have decided to proceed with a tree donation, it is advisable to schedule a park site visit to discuss the type (species) of tree and location opportunities. The Town plants a number of different tree species and varieties that are considered appropriate for various locations in our parks. Each tree type must be considered in its specific location. If you are donating a new tree, our Parks staff will help you select a tree that suits the desired location.
- Occasionally there may be a need to relocate or change the type (species) of tree. If this is the case, the Community Services Commission undertakes the relocation and covers all of the costs. Every attempt will be made to notify the original donor.

SPECIES OF TREES

Standard tree species available for plantings are Red Oak, Hard (Sugar) Maple, Red Maple.

The Town understands that the tree may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason the Town respectfully requests that placement of flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated item is not permitted.

Donor Plaque Wording Guidelines

INSCRIPTION GUIDELINES

The wording should keep the theme of the inscriptions uplifting, inspirational or promote enjoyment of the park or trail area in which the asset is located, while still honoring the person who is the subject of the donation. Wording must be approved by the Community Services Commission.

PLAQUE SIZES

Park Bench

This is an engraved plaque. The plaque is 2.125 inches in height and 5.875 inches in length.

Tree Plaque

The plaque is approximately 5 inches in height and 5 inches in length. A maximum of eight lines and approximately 15 characters per line is recommended for aesthetic reasons. The plaque will be standard with a black background and white lettering.