

Policy Title: Tree and Bench Donation Program**Policy Number: 05-07-02**

Section:	Property and Facilities	Subsection:	Donations
Effective Date:	March 9, 2012	Last Review Date:	July 2015
Approved by: Council	Owner Division/Contact: Community Services Department at 3-1-1		

Policy Statement

Residents and organizations may make a contribution to a City park, cemetery, woodlot or greenbelt area as a tribute to an individual or group through the Tree and Bench Donation Program.

Purpose

The purpose of the Tree and Bench Donation Program is to provide a means for members of the public to recognize and honour others through a lasting tribute. The contributions made through these programs will also benefit the City's parks, urban forest, greenspaces, the natural environment and the community as a whole.

This policy outlines the roles and responsibilities of the contributor and of City staff.

Scope

The Tree and Bench Donation Program is intended primarily for the donation of a single tree or bench. For donations of multiple trees for the purpose of "greening" the City, refer to Corporate Policy and Procedure – Donations of Assets to the City.

Administration

The Tree and Bench Donation Program is administered by the Community Services Department. Those interested in making a contribution to the Tree and Bench Donation Program should contact the City's Customer Service Call Centre (3-1-1).

Cost

All costs associated with these programs are the responsibility of the contributor. Donated trees, benches and any accompanying plaques will be purchased by the City and charged at the rate contained in the City's Fees and Charges By-law, as amended. A one-time maintenance fee is included in the rate.

A signed purchase agreement outlining the roles and responsibilities of the contributor and the City will be required upon receipt of funds, prior to the installation of the donated tree or bench.

Plaques

Donors who request a plaque to accompany the tree or bench must purchase it through the City.

The standard design and wording of the plaques has been determined by Community Services, in consultation with Creative Services, Communications Division, Corporate Services Department.

Tree Donation Program

Species and Location Not all City lands are suitable for the donation of a tree. Community Services staff will work with the contributor to determine the appropriate species and provide a pre-determined location for the tree to be planted. The tree will be planted to City standards and specifications.

Purchase

The contributor will be responsible for advance payment of the tree. A tax receipt for the value of the tree will be issued to the contributor.

Planting

For the health and survival of the tree, installation will take place in either the following spring or fall planting season.

Contributors will be notified by City staff once the tree has been installed. Placement of memorial wreaths, flowers or other items will not be permitted.

Maintenance

Community Services staff will maintain the tree in the same manner as other City-owned trees. Replacement of a donated tree within the first five years after planting will be at the discretion of Community Services staff. If the accompanying plaque requires replacement due to theft or vandalism, the replacement cost will be the responsibility of the contributor.

Trees installed in City-owned cemeteries will be maintained in accordance with the Cemeteries By-Law Care and Maintenance Fund, as required by the Cemeteries Act, as amended.

Park Bench Donation Program

Location

Not all locations may be suitable for donated benches. Community Services staff will work with the contributor to determine the best location for the bench, dependent on the type selected.

Every effort will be made to comply with the wishes of the contributor for the location and position of the bench.

Purchase

The contributor will be responsible for the purchase and installation costs of the bench. The cost of the bench will vary, dependent on the type selected. A tax receipt for the value of the bench will be issued to the contributor.

Installation

Park benches will only be installed from April 1 through October 31. Installation will be completed to City standards and specifications. Contributors will be notified by City staff once the bench has been installed.

Maintenance

Community Services staff will maintain the donated bench in the same manner as other City benches. If the accompanying plaque requires replacement due to theft or vandalism, the replacement costs will be the responsibility of the contributor. In the event that the location of the bench proves to cause concern due to vandalism or other issues, the City may relocate the bench and the plaque.

Benches installed in City-owned cemeteries will be maintained in accordance with the Cemeteries By-Law Care and Maintenance Fund, as required by the Cemeteries Act, as amended.

Exceptions

Requests that do not fit within the scope of this policy may be considered by Community Services staff, in consultation with the applicable ward councillor, if the request is considered beneficial to the City's parks, urban forest, green spaces, the natural environment and the community as a whole.

Revision History

Reference	Description
GC-0407-2001 - 2001 07 11	
March 09, 2012	LT - Administrative changes to reflect current practices
April 10, 2013	Housekeeping to reference Corporate Policy and Procedure – Donations of Assets to the City