



Bench and Tree Donation Application

1. Applicant Information

Name _____ Phone _____
 Address _____ Email _____
 City, Province _____ Postal Code _____

2. Donation Information Orillia (Standard) Bench Orillia (Decorative) Bench Tree

3. Donation Amount (price valid to April 30, 2027)

STANDARD BENCH \$ 1,769.00 \$ 2,601.00 (bench on concrete base - OPTIONAL)
DECORATIVE BENCH \$ 3,745.00 \$ 4,578.00 (bench on concrete base - OPTIONAL)
TREE \$ 468 (STANDARD) \$ 572 (SPECIES _____)

4. **REPLACEMENT PLAQUE** \$ 39.55 (\$35 plus H.S.T. \$4.55) (plaque replacement does not qualify for tax receipt)

5. Location Information *(Indicate the desired location choices -: Park name or Trail location)*

1) _____ 2) _____ 3) _____

6. Plaque Information: *(Please read Guidelines on page 5)*

- *Orillia Bench – 30 Characters per line – up to 5 lines*

- *Tree – 15 Characters per line – up to 8 lines*

Use the space provided on the right for wording or attach a separate sheet.

7. Payment – Cash, cheque (payable to City of Orillia), debit card accepted only

8. If mailing, please return this form and your payment to:

Application and payment can be submitted in person at 20 James St. W., Municipal Operations Centre
 Please make your cheque payable to: 'City of Orillia'

City of Orillia – Attn: Bench and Tree Donation Program
 50 Andrew Street S., Suite 300 Orillia, ON L3V 7T5
 Donations to the City are tax deductible.

9. I have read, fully understand, and agree to abide by the Bench and Tree Donation Program Policy (see reverse)

My signature below indicates that I have read this document in its entirety along with the Guidelines, consulted with Environment and Infrastructure Services Department with the City of Orillia and understand that:

- The Department makes all final decisions, including but not limited to availability, bench or tree location, bench style and tree species.
- All language used on the recognition plaques is subject to approval.
- As a tax-deductible donation, all donated items are the property of the City of Orillia – Environment and Infrastructure Services Department and will be maintained according to Department policy and priorities.
- At the end of the dedication period, the donated bench will be available for renewal with the first right of refusal given to the original donor.

Signature of Donor: _____ **Date:** _____

For Office Use Only:			
Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	Approved by: _____	Name _____	Date _____
Payment Received and Recorded _____	\$ _____	by _____	Name _____
Copy to Park Shop _____	Date _____	Installation Date _____	_____
Notes: _____			

Environment and Infrastructure Services Department

By-Law 2024-037

Chapter 456 of the City of Orillia Municipal Code

User Fees – Recreation, Youth and Culture–Amended, Schedule “A” User Fees – Tree and Bench Dedication Program

- 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 if available 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 such a location despite this knowledge, the 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.
- The Bench and Tree Dedication Program will be limited to five new bench locations per year.
- Applications for bench and tree donations are reviewed by the Parks Supervisor and may be denied due to bench location requested or tree species and location. If benches require a concrete base, the applicant will be notified prior to approval as the price is subject to increase. If tree specified is designated as a “special” species, and not on the standard tree list (see guidelines) then the applicant will be notified prior to approval as the price is subject to increase.
- A donation period for a bench will last 15 years. Within this time, the Department will replace a park bench donation and/or plaque up to two times if deemed necessary by the Department.
- Applicants must update their contact information with the Program Administrators should it change from the initial application throughout the 15-year period. This allows staff to contact the donor for 1st right of refusal to donate the bench.
- After 15 years the donated bench asset will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. Every attempt will be made to contact the original donor. If the original donor opts not to renew, or staff if unable to contact the donor, the donated bench asset and plaque may be removed or rededicated at any time.
- Installations are seasonal and are done as weather and ground conditions permit. It could take three to four months for the plaque to be produced and installation to take place. There may be a waiting list for locations in some parks or trail sections.
- There are two planting times per year in the spring and the fall. Requests for spring planting must be received by March 1st and for fall planting by August 1st.
- Once you have decided to proceed with a tree donation and have issued payment, you will be contacted to arrange an on-site meeting with Parks staff to discuss the type (species) of tree and location opportunities. The City 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, the City Arborist will help you select a tree that suits a desired location.
- Occasionally there may be a need to relocate or change the type (species) of tree. If this is the case, the Department will undertake the relocation and cover all of the costs. Every attempt will be made to notify the original donor.
- The species of trees available for planting may be selected from a list of approved species, available at the Municipal Operations Centre (20 James Street West, Orillia, ON). The City Arborist will have the final determination as to species and location.
- Donation Prices are subject to availability and a 2% increase effective May 1 of each year.

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

Terms

Department – Environment and Infrastructure Department

Asset – bench or tree

Donor – applicant

City – The Corporation of the City of Orillia