

Town of Innisfil Bench Dedication Program

Terms and Conditions

PURPOSE

The purpose of this initiative is to provide an opportunity for members of the public to dedicate benches in our open spaces in memory of a loved one, or those individuals and groups that have made a significant contribution to the Innisfil community.

BACKGROUND

On occasion there have been requests from the public to dedicate trees, benches, and other Town furnishings within our open spaces. Staff have conducted research into the processes used by other municipalities to implement programs that enable residents to acknowledge or remember significant events, occasions, or people. In many cases, the additional benefit to the community is that the program provides cost recovery funding for the fixtures, including funding for maintenance of those fixtures and of the surrounding space.

The Town of Innisfil is home to a number of parks that are already equipped with benches. As such, this program aims to find a balance which focuses on combining the desire to dedicate a Town fixture with the funding for maintenance of existing assets, as well as the addition of new park furnishings within our community spaces.

This program will pilot bench dedications, with the possibility of adding additional types of inventory in the future. The pilot program will give members of the public the option to dedicate a new or existing bench, with a dedication plaque, for a period of up to 10 years. It will also offer the option for renewal/rededication after the term of the dedication has expired.

RESPONSIBILITIES

Town Staff:

- Review of applications using the program criteria to determine eligibility and availability of product
- Work collaboratively with the applicant to determine the appropriate location of the dedicated bench, on Town owned property
- Allocation and scheduling of resources, as required
- Evaluate and update bench inventory, found in Schedule B, annually
- Address public inquiries regarding the program
- Do our best to provide notice to applicants prior to the completion of their dedication term, making any necessary arrangements for a renewal of their dedication
- Maintain benches to departmental standards in accordance with the regular operating standards for parks and open spaces
- Recommend revisions to the policy on an as needed basis

Donor:

- Read and understand the guidelines, responsibilities, and program requirements outlined in the Bench Dedication Program

- Work collaboratively with staff to choose a bench for dedication and acceptable location, based on availability
- Keep staff apprised of contact information changes through the term of dedication
- Pay all applicable dedication and renewal fees, as required

Program Provisions

1. General Guidelines

- 1.1 Subject to the other provisions of this policy, dedications may be purchased by individuals, organizations, or corporations for the following:
- Town of Innisfil residents, in memory of a loved one
 - Town of Innisfil residents, who are deceased
 - Non-residents, who are deceased and who have made a significant contribution to public service, charitable works, or volunteering in the Town of Innisfil
 - Dedications **shall not** be used to advertise a service or a business
- 1.2 Bench dedications are a maximum of 10 years in length, with option to renew at the end of the term.
- 1.2.1 Dedication terms will start on the date of instillation.
- 1.2.2 Dedication terms will end on December 31st of the 10th year of dedication, regardless of installation date.
- 1.3 All requests for dedications under this program must be submitted via on-line application to the Operations department.
- 1.4 Applicants may choose to dedicate a fixture from the following categories:
- Existing (As Is) bench
 - New bench in mutually agreed upon location
- 1.5 Applications are accepted year-round for dedications. Site furnishings will be installed once per year in the summer months, or as dictated by capital works project schedules. The application deadline, for dedication in the same year, is **April 1st**.
- For new bench dedications, 8-12 weeks for fabrication and installation is required.
- 1.6 The applicant will select a first and second preference for location of the dedicated bench. New bench locations can be found in Schedule A. The location of existing benches is found in Schedule B. Additional locations may be considered, but are not guaranteed.
- 1.6 The Town reserves the right to determine, and limit, the number and locations of benches on order to avoid overpopulation and crowding of dedications within our public spaces.
- 1.7 Full payment must be received for an application to be considered complete and to move forward with dedication.

- 1.8 Dedication plaques will be standardized as set out in Appendix A. Other types of plaques or memorial items, such as pictures, flowers and candles will not be permitted, If these types of items are found at the dedication site, they will be removed without notice. Please note, **it is not permitted to scatter or bury ashes at the dedication site.**
- 1.9 Dedicating an asset does not entitle the donor to any right to priority use, or ownership, of the bench.
- 1.10 Once installed, the plaque and bench will become property of the Town.
- 1.11 The donation of a bench is tax deductible.
- 1.12 Occasionally there may be a need to relocate a dedicated fixture due to construction, park development or other capital projects.
 - 1.14.1 The Operations department will undertake the relocation and cover all the associated costs.
 - 1.14.2 Every attempt will be made to notify the original donor and will work with the donor to offer an available alternate location suggested by the Town.

2. BENCH INVENTORY AND CARE

- 2.1 Applicants may choose to dedicate a new or existing bench to be located within the Town.
 - 2.1.1 A **new bench** may be dedicated in locations provided within Schedule A of this policy. Additional locations may be considered by staff at the request of the applicant but are not guaranteed. The bench will be maintained throughout the dedication within the Town's maintenance standards for the term of 10 years.
 - 2.1.2 An **existing bench**, found in Schedule B, may be dedicated in "as is" condition. It will continue to be maintained throughout the dedication within the Town's maintenance standards until the bench reaches the end of its life cycle, or for the dedication term of 10 years, whichever is shorter.
 - 2.1.2.1 Should the bench reach the end of its life cycle prior to the completion of the 10 year term, the dedication will come to an end.
 - 2.1.2.2 As per the renewal/rededication process outlined in this policy, the donor will be contacted and receive first rights to dedicate a new bench in the same location.
- 2.2 The dedication fee will be inclusive of all costs associated with the installation and maintenance of the bench, as well as the administration of this program for the ten year term.

New Bench = \$4322

Existing Bench = \$1235

- 2.2.1 Fees are subject to increases due to changes in material and resource costs. Changes will be reflected in the bi-annual fees and charges by-law.
- 2.2.2 Prices are not guaranteed upon renewal
- 2.3 Town staff will maintain site furnishings and amenities in accordance with the maintenance schedule and standards for the selected park or open space.

3 LIMITED WARRANTY - NEW BENCHES

- 3.1 As part of a limited warranty, the Town of Innisfil will provide one (1) replacement bench if the bench is vandalized or damaged beyond repair and the Town deems it to be unsafe within the first three (3) years.
 - 3.1.1 This provision is applicable only for **new bench** dedications
 - 3.1.2 The Town will be solely responsible for determining if the bench is deemed unsafe and needs to be replaced.
 - 3.1.3 Benches will be inspected regularly as part of the town's ongoing care of parks and open spaces. Any necessary repairs or maintenance will be identified and rectified as a part of the Operations department's regular maintenance schedule.
 - 3.1.4 The Town will not provide a replacement bench after a three (3) year period from purchase.
 - 3.1.5 Should vandalism occur, the Town may suggest an alternate location to prevent repeat vandalism.
 - 3.1.6 The condition of a bench is expected to deteriorate over time due to use, environmental exposures, weather conditions etc. (this includes, but is not limited to: rust, chip paint, fade in colour, dent, etc). This is considered to be normal wear and tear and will not result in bench replacement.
 - 3.1.7 Outside of the initial warranty period, the Town will not replace the bench if damaged or destroyed as a result of natural disaster or act of nature.
- 3.2 If a plaque is damaged or stolen, the Town will provide one (1) free plaque replacement during the 10 year period.

4 RENEWAL/REDEDICATION

- 4.1 At the end of the (10) year term, the applicant will be given the first opportunity to renew their sponsorship for an additional 10 year term.
 - 4.1.1 If the donor so chooses to renew their dedication, they will be given the option to renew the same bench at the existing bench donation cost or replace then bench at the full value of a new bench dedication.

4.1.2 The sponsor will be contacted approximately 2 months prior to the end of term, through the contact information provided on the application, it is up to the donor to keep the Town apprised of updated contact information.

4.1.2.1 If no response is acquired for renewal, the location will be offered to donors on a waiting list.

4.1.2.2 If the Town is unable to reach the donor with the information on file, the Town will only store the plaque for two months after the sponsorship has expired at which time the plaque will be disposed of.

4.1.2.3 If the applicant chooses not to renew for another term, the plaque will be returned to the original donor through the information we have on file.

5 DEDICATION PLAQUE WORDING

5.1 The wording on the dedication plaque may uplifting, inspirational, or promote enjoyment of the park or open space in which it is located, while still honoring the individual(s) being celebrated

5.2 Inscription wording must be approved by the Operations department prior to installation.

5.3 Sample Inscriptions can be viewed in Appendix A attached to this policy.

Schedule A: Bench Locations Suitable for Donation

New Benches could be placed in the following locations:

Location	Address (If applicable)
Stroud Arena – Skate Park and Ball Diamond and vicinity of storm pond	7883 Yonge St
Lawrence Park	2600 Lawrence Ave
Fennels Corner	2220 Gilford Rd
Orm Membry Park	Everton Dr and Acres St
Nantyr Park	915 Kennedy Rd
Hastings Park	757 Hastings Ave
Ashwood Park	1973 Annecca St
Pitt St Park	760 Pitt St
Linda St Park	3553 Linda St
Aspen Park	3219 Beach Ave
Trinity Street Park	775 Trinity St
Noel Andrade Park	1095 Lebanon Dr
9 th Line Park	9 th Line – Road End
10 th Line Park	10 th Line – Road End
Town Hall Campus Grounds	2101 Innisfil Beach Road, 7315 Yonge St, and 7325 Yonge St
Circle Park	205 Parkview Drive

If you are interested in another location, it can be discussed further with the Operations department. Please note that not all sites are suitable for bench donations due to future development plans and potential for over-crowding.

It is recommended that you visit potential dedication sites prior to application.

Schedule B: Existing Bench Inventory Suitable for Donation

Existing Benches vary by colour, material, style, and proximity to open space features. It is highly recommended that you visit the location to view the bench(es) prior to applying.

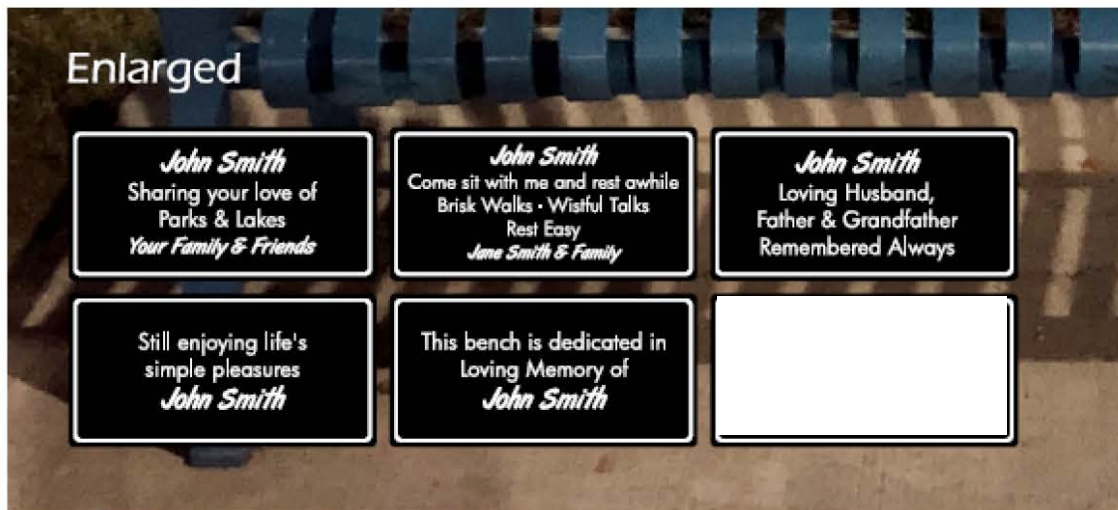
Locations	Address
ALCONA	
Innisfil Beach Rd – Boulevard	20 th Sideroad to Lakeshore Dr
Innisfil Beach Park	676 Innisfil Beach Rd
Huron Court Park	1260 Huron Court
Crossroads Park	2200 Jans Blvd
Ireton Park	701 Glen Cedar Cres
Mapleview Dr – Road End and Park	461 Mapleview Dr
Webster Park	1945 Webster Blvd
Previn Court Park	1160 Quarry Dr
Warrington Park (2022)	
Trinity Park	
Belle Ewart/Lefroy	
Belle Ewart Park	980 Emily St
Lefroy Arena – Skate Park	1354 Killarney Beach Rd
Church St Park	934 Church Dr
Lormel Gate Park (LSAMI)	1384 Lormel Gate Ave
Cookstown	
Cookstown Fairground/Library	18 Church St
Kidds Lane Park	35 Heritage Rd
Cookshill Park	45 Riley St

Gilford	
Shore Acres Boat Launch	Shore Acres Road End
Gilford Road – Road End	
Arboretum	1474 Shore Acres Dr
Stroud	
Dempster Park	2770 Dempster Ave
Meadows of Stroud	221 Sunset Cres
Other Locations	
30 th Sideroad – Dock	30 th Sideroad North – Road End
Centennial Park – Dog Park	2870 7 th Line
Coral Woods Park	2251 Gimby Cres

Note: Bench inventory is updated once annually and bench condition may change throughout the year, impacting the availability of units.

Appendix A: Plaque Inscriptions

Inscription Examples:



Inscriptions are reviewed and approved by the Town. A maximum of 5 lines of script can be added to the plaque and should run no more than 25 characters per line. See the above examples for sentiment suggestions and standard font style.