

The Corporation of The Township of Stirling-Rawdon

By-Law No. 27-2026

A by-law to establish a Bench and Tree Donation Policy for the Township of Stirling-Rawdon and to repeal By-Law 1589-22

Whereas Section 224 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended states that the role of Council includes the development and evaluation of the policies and programs of the municipality; and

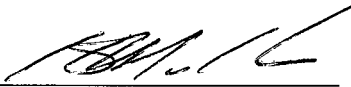
Whereas the Parks and Recreation Committee passed a resolution at the meeting held on March 25, 2026 recommending to Council that the proposed Bench and Tree Donation Policy be approved as presented with any necessary revisions as discussed; and

Whereas the Council of the Corporation of the Township of Stirling-Rawdon deems it expedient and necessary to adopt a Bench and Tree Donation Policy;

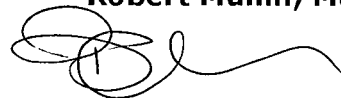
Now Therefore the Council of the Corporation of the Township of Stirling-Rawdon enacts as follows:

1. That the Bench & Tree Donation Policy attached hereto as Schedule "A" be adopted; and
2. That the Clerk and/or the Chief Administrative Officer (CAO) be authorized to make any necessary amendments to the Bench & Tree Donation Policy in light of any legislative changes while maintaining consistency with the original intent; and
3. That By-Law No. 1589-22 and any by-laws or parts of by-laws inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into full force and effect upon the final passing thereof.

Read a first, second and third time and finally passed this 7th day of April, 2026.



Robert Mullin, Mayor



Becky O'Hara, Clerk



Bench & Tree Donation Policy



Policy No.: PUB-27-2026

Policy Administrator / Department: Public Works Department

Approval Date: April 7, 2026

Resolution No.: SRR-260407-32

Next Revision Date: To be determined

Amendments: None at this time

1. Purpose/Scope

- 1.1. The Bench & Tree Donation Policy is designed to increase public enjoyment, participation and beautification in the Township's parks and cemetery. It provides an opportunity to honour family, friends, community members, occasions, organizations and/or businesses, while enhancing our green space and the natural environment.
 - 1.2. Donations are to be directed towards new benches or trees (herein referred to as "assets"). A commemorative plaque may be installed on or near the donation.
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2. General Guidelines

- 2.1. The donation will become a part of the park or cemetery for everyone's enjoyment. 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 may not be given priority treatment.
- 2.2. The asset proposed for installation must be conducive to maintaining the appearance of the surrounding park area, and must not interfere with the

enjoyment of, or accessibility to, park or cemetery areas or amenities for any member of the public.

- 2.3. The asset must not, due to its location or materials, interfere with the existing maintenance activities for the area in which it is installed. It must not be installed in an area where it could cause safety or hazardous issues.
 - 2.4. The Township maintains the right to relocate or remove the asset should the original location pose issues with vandalism or abuse, or as otherwise deemed necessary. The Township will attempt to contact the donor to advise them of the relocation if necessary. If the donor wishes to have an asset installed in such a location, despite the knowledge of a recurring problem of vandalism or abuse, the Township reserves the right to relocate or remove the asset and is not responsible for any associated costs to repair, restore or replace the asset.
 - 2.5. The period of donation is five (5) years. During this time, the bench, tree or commemorative plaque may be replaced once if deemed necessary.
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3. Bench Donation Guidelines & Process

- 3.1. Donations are made for full assets such as one bench, not towards a partial asset.
- 3.2. Donations are made at the time of application and installation will be in the current fiscal year, or the following, depending on the timing of the donation, ability to receive the asset for installation, and staff resources to install the asset.
- 3.3. Most park spaces, and the Stirling Cemetery, or other lands owned and/or maintained by the Township, are available to accept a memorial bench donation.
- 3.4. Application for memorial benches must be received by April 1st for installment within the same year, as weather and ground conditions permit, and contingent upon procurement.
- 3.5. The bench process includes:
 - Production and delivery (timelines vary based on supplier)
 - Utility locates, if required
 - Concrete base, anchors, or other as required

- Bench installation
 - Commemorative plaque installation, if applicable
- 3.6. After receiving the complete application form, staff will work with donors to assist with donation type, availability and preferred location at the discretion of the Public Works Manager, or designate. A site visit will be required to confirm the type of donation and placement. Once a location is determined, payment is required, along with the commemorative plaque wording.
 - 3.7. Depending on the location of the bench installation, staff reserves the right to temporarily remove the bench to aid with winter maintenance operations. If a bench is temporarily removed during the winter season, staff will perform reinstallation as time and weather permits.
 - 3.8. The placement and location of any bench is subject to the provisions under the Accessibility for Ontarians with Disabilities Act ([AODA](#)).
 - 3.9. The donation amount includes the bench, commemorative plaque, installation (concrete pad, anchors, or other as required), maintenance and repair for a period of five (5) years. Bench donations are tax deductible, and the Township will issue an official receipt to the donor.
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4. Tree Donation Guidelines & Process

- 4.1. Donations are made for full assets such as one tree, not towards a partial asset.
- 4.2. Donations are made at the time of application and installation will be in the current fiscal year, or the following, depending on the timing of the donation, ability to receive the asset for installation, and staff resources to install the asset.
- 4.3. Most park spaces, and the Stirling Cemetery, or other lands owned and/or maintained by the Township, are available to accept a memorial tree donation.
- 4.4. Application for memorial trees must be received by February 1st for spring planting, and August 1st for fall planting, contingent upon procurement.
- 4.5. The tree donation process includes:

- Tree delivery
 - Utility locates, if required
 - Tree planting
 - Commemorative plaque installation, if applicable
- 4.6. After receiving the complete application form, staff will work with donors to assist with donation type, availability and preferred location at the discretion of the Public Works Manager, or designate. A site visit will be required to confirm the type of donation and the planting location. Once a location is determined, payment is required, along with the commemorative plaque wording.
- 4.7. The donation amount includes a mature tree, planting, commemorative plaque, and maintenance and care for a period of ten (10) years. The donations are tax deductible and the Township will issue an official receipt to the donor.
- 4.8. Tree species available for memorial planting will be in accordance with the Township's current Urban Tree Trimming, Removal & Replacement Policy, and subject to ground conditions.
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5. Commemorative Plaque Donation Guidelines & Process

- 5.1. The donation amount includes the commemorative plaque and the installation of the commemorative plaque.
- 5.2. The commemorative plaque wording should keep the theme of the inscriptions that are uplifting, inspirational or promote enjoyment of the area in which the asset is located. Wording must be approved by the Township.
- 5.3. Bench commemorative plaques are approximately 2.25" in height and 6" in length.
- 5.4. Tree commemorative plaques are approximately 5" in height and 5" in length.
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6. Administration & Review Period

This policy will be administered by the Public Works Department and will be reviewed and revised as required.

**Township of Stirling-Rawdon
Corporate Policy
Bench and Tree Donation Application**



Applicant Information

Name: _____ Phone: _____

Address: _____ Email: _____

City, Province, Postal Code: _____

Donation Amount – Prices Include Plaque

Please indicate the donation type.

Bench - Maglin Model - \$3,500

Tree - \$1,000 Species: _____

* Please refer to the Township’s current Urban Tree Trimming, Removal & Replacement Policy

Location Options

Stirling Cemetery Henry Street Ball Diamond / Park Edward Street

Springbrook Ball Diamond / Park Tanner Drive Rodgers Drive

Elaine Crescent Woods Drive Station Park (Rotary Club)

Plaque Inscription

Bench Plaque: 2.25” H x 6”

Tree Plaque: 5” H x 5” L

Payment

Total Amount of Donation: \$ _____

Methods of payment include:

- Debit
- Cash
- Cheque

Please make cheque payable to: **The Township of Stirling-Rawdon**

Attestation

I have read, fully understand, and agree to abide by the Bench and Tree Donation Policy.

My signature below indicates that I have read this document entirely, have consulted with the Township of Stirling-Rawdon and understand that:

- The Township makes all final decisions, including but not limited to availability, bench or tree location, bench style and tree species.
- All language used on the memorial plaque is subject to approval.
- As a deductible donation, all donated items are the property of the Township of Stirling-Rawdon and will be maintained according to Township policies and priorities.

Signature: _____

Date: _____

For Office Use Only: Approved: Yes No

Approved By: _____ Date of Approval: _____

Date Payment Received: _____ Payment Received By: _____

Installation Date: _____ Charitable Donation Issued: _____

Bench - The Maglin MBE0300-00051 - \$2,145 + HST - Donation \$3,500
300 SERIES

MBE-0300-00051

Legacy # *MLB300-M-PA*



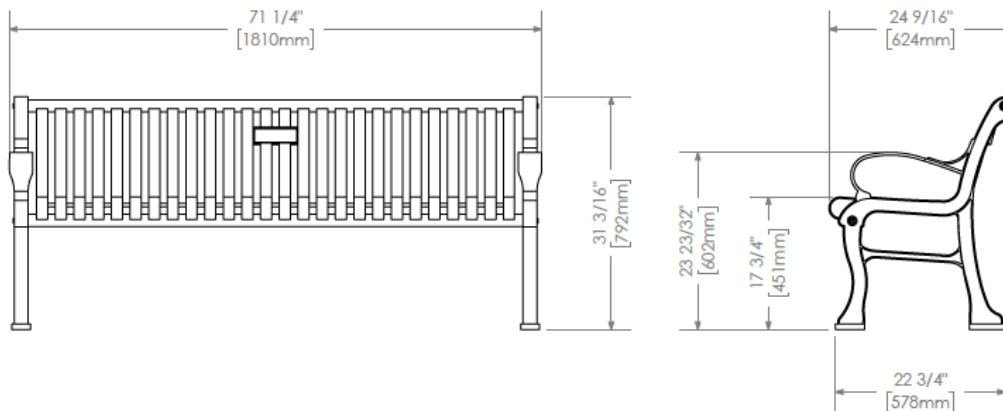
DESCRIPTION: 300 Series - 300 Backed Bench: 71.25in L, Cast Aluminum Ends, Metal Seat and Back, Two End Arms, Plaque - Aluminum

FINISH: All steel components are protected with E-Coat rust proofing. The Maglin Powdercoat System provides a durable finish on all metal surfaces.

INSTALLATION: The bench is delivered pre-assembled. Holes (0.5") are provided in each foot for securing to base.

TO SPECIFY: Select MBE-0300-00051
 Choose:
 - Powdercoat Color
 - Plaque Option

HEIGHT: 31.19" (79.2cm) LENGTH: 71.25" (181cm) DEPTH: 24.56" (62.4cm) WEIGHT: 131 lbs (59.4kg)



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 - Details and specifications may vary due to continuing improvements of our products.

Campbell Monument – Plaque Pricing

Memorial Tree Plaques:

Material: Aluminum
Size: 5" x 5" (3/8" Thick)
Mounting: 24" Metal Tree Stake (45° Mounting Angle)
Cost per plaque: \$408.00

NOTE:

Pricing is for 2026 only and is subject to change in following years.