



Park Donation Program

Objective:

The East Ferris Park Donation Program offers community members the opportunity to honor loved ones by donating benches or trees to selected park areas. These contributions not only serve as lasting tributes but also enhance the beauty and utility of our parks.

The Municipality of East Ferris receives requests from individuals and/or groups to purchase benches or trees in honor of someone to be placed on municipal property. The Park Donation Program establishes options for residents for memorials while coordinating the operations of installation and purchase with staff.

To maintain consistency of furniture within the Municipality of East Ferris and ensure well located furniture, the design and location will be as per the approved designs and at designated locations in the desired park as identified by the Parks and Recreation Department. Staff will work with the applicant to select an available location.

Donation Options:

1. Commemorative Benches:

Description: Applicants can sponsor a bench in a public park. Each bench will feature a personalized plaque with a message of remembrance or tribute.

Bench Specifications: To maintain consistency across public spaces, only one standard model of bench will be available, carefully selected by the Municipality for durability, accessibility, and aesthetic harmony with the environment.

Donation Amount: \$2,566 +HST (Includes cost of bench, cement slab, plaque, installation, and maintenance).

2. Commemorative Trees:

Description: Applicants can sponsor the planting of a tree in a designated area of a public park or green space. A personalized plaque will be placed near the tree.

Tree Options: Trees can be selected from a list of available native species, allowing applicants to choose a tree that reflects their loved one's spirit.

Donation Amount: \$769 +HST (Includes cost of tree, planting, plaque and stake, and maintenance).

3. Tree Adoption:

Description: Applicants can select an existing tree from the list of available park locations. This option allows applicants to connect with a tree that is already part of the

landscape and will continue to grow as a lasting tribute. A personalized plaque will be placed near the tree.

Adoption Process: Applicants will browse eligible trees and submit an adoption request along with their desired plaque inscription.

Donation Amount: \$309 +HST (Includes plaque and stake, and maintenance).

Each donation will include a personalized plaque with the name of the honoree and a brief message or quote. The commemorative plaque is engraved metal that accommodates an 80-character message, (including spacing and punctuation). Text is centred on the plaque.

- Bench plaques measure 8 inches x 3 inches
- Tree plaques measure 7 inches x 5 inches
- Each tree or bench can accommodate only one plaque.
- Advertising or promotion is not allowed.

Available Park Locations:

To ensure the best planting conditions for the tree, staff will review the choice of tree species to ensure that the selection suits the park location.

Staff will also consider the following in reviewing a tree planting or bench installation request:

- Availability of space
- Location of underground utilities
- Planned development within the park

List of Available Parks Include:

- East Ferris Memorial Park
- MacPherson Park/Stepping Stones Park
- Centennial Park
- Corbeil Park
- Hillside Park
- Waukegan Park
- Quae Quae Park
- Big Moose Park^[GK1]

Program Process:

1. Application:

- Interested individuals or families submit a donation application through email or in person at the Municipal Office.

- Applications should include the applicant's choice of either a bench or tree, preferred location, and the inscription for the commemorative plaque.

2. Application Review & Approval:

- Applications are reviewed by the Parks & Recreation Department to ensure appropriateness and alignment with the municipality's goals for public spaces. Staff will respond to applicants within 2 weeks of application receipt. The application review includes site-specific assessments by staff.
- Upon approval, the applicant will receive written confirmation with the following details:
 - Confirm installation location or suggest alternative locations
 - Verify the requested wording on the commemorative plaque

3. Payment:

- After the location for planting or installation is confirmed, applicants will receive a payment request by email. Payment in full is required before planting or installation.

4. Installation:

- Benches and trees will be installed by the Municipality's Parks Department within 6 months of approval, with installation times varying based on season.
- Applicants will receive a written confirmation, location description and a photo once the tree or bench plaque installation has been completed.

5. Maintenance:

- The Municipality will ensure the upkeep of the benches and trees, including routine inspections, repairs, and care for the trees.

Replacements & Warranty:

The Municipality will replace or repair the items, at no charge to the applicant for the warranty period specified:

- Plaques within two (2) years of the original installation date
- Commemorative trees within five (5) years of the original planting date, at the discretion of the Municipality
- Commemorative benches with ten (5) years of the original installation date

After the warranty period, the city reserves the right to remove any damaged plaques, benches or trees.

Requests for repairs or replacements after the warranty period will be charged to the applicant.