



East Ferris
MUNICIPALITY • MUNICIPALITÉ



COMMEMORATIVE

PARKS DONATION PROGRAM

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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: \$2,600.00 +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: \$800.00 +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: \$300.00 +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

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

List of Available Parks Include:

- East Ferris Memorial Park
- MacPherson Park
- Centennial Park
- Bill Vrebosch Park
- Hillside Park
- Waukegan Park
- Quae Quae Park
- Big Moose Park

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 Director of Community Services 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 five (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.

Honouring your loved ones

APPENDIX A: COST



ITEMIZED COST BREAKDOWN

a. Bench Donation: 6' Metal Frame Plaza Bench

Item	Total Cost
Bench (hardware included)	
Plaque (engraving and hardware included)	
Precast Bench Pad (with delivery & fuel charge)	
Total:	\$2,600.00 * HST not included

b. Tree Donation: 250cm semi-grown Pine 'Eastern White'

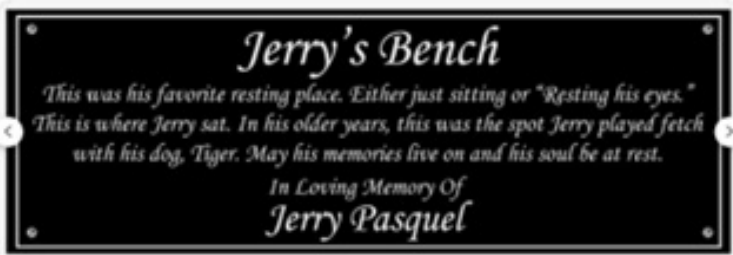
Item	Total Cost
Tree	
Plaque (engraving, stake and hardware included)	
Total:	\$800.00 * HST not included

APPENDIX B: BENCH & PLAQUE OPTIONS



Plaza Bench

6' Metal Frame - 72 x 24 x 30"



Bench Plaque

Size - 3" x 8"



Tree Plaque

7 inches x 5 inches
with a 16" Stake

APPENDIX C: TREE OPTIONS

TREE

NEEDLES

EASTERN WHITE PINE

- Reaches 20 to 40 metres tall
- Trunk reaches 60 to 140 centimetres in diameter
- Thin needles (6 to 12 centimetres long). Grow in bunches of five



WHITE SPRUCE

- Usually grows to be 24 metres tall.
- Needles about 2 centimetres long. Bluish green or green in colour, with a whitish powdery, waxy layer



Evergreen Trees

*** Please Note: Specific species of trees may not always be available. We will contact you should your choice not be available.**

TREE

LEAF

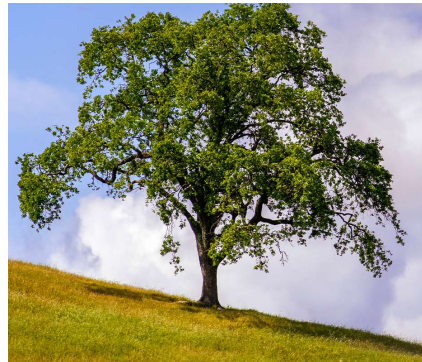
RED MAPLE

- Reaches 25 metres high
- Trunk grows up to 1 metre in diameter
- Turn bright red in fall.



OAK

- Usually grows to be 24 metres tall.
- Needles about 2 centimetres long. Bluish green or green in colour, with a whitish powdery, waxy layer



LINDEN

- Usually grows to be 24 metres tall.
- Needles about 2 centimetres long. Bluish green or green in colour, with a whitish powdery, waxy layer



Shade Trees

Application information:

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Primary Telephone Number	Alternate Telephone Number	Email Address	

Location:

Name of Preferred Park (1 st Choice) <input type="checkbox"/> East Ferris Memorial Park <input type="checkbox"/> MacPherson Park <input type="checkbox"/> Centennial Park <input type="checkbox"/> Bill Vrebosch Park <input type="checkbox"/> Hillside Park <input type="checkbox"/> Waukegan Park <input type="checkbox"/> Quae Quae Park <input type="checkbox"/> Big Moose Park	Name of Preferred Park (2 nd Choice) <input type="checkbox"/> East Ferris Memorial Park <input type="checkbox"/> MacPherson Park <input type="checkbox"/> Centennial Park <input type="checkbox"/> Bill Vrebosch Park <input type="checkbox"/> Hillside Park <input type="checkbox"/> Waukegan Park <input type="checkbox"/> Quae Quae Park <input type="checkbox"/> Big Moose Park
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Donation for Tree/Bench:

Request for: (check appropriate box)

PLAZA BENCH with plaque - \$2,600.00 +HST

TREE with plaque - \$800.00 +HST

White Pine
 White Spruce
 Maple
 Oak
 Linden

PLAQUE Only (For Tree Adoption) - \$300.00 +HST

Plaque Wording:

Include 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.

Applicant Signature	Date (mm-dd-yyyy)
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