



Dedicated Memorial Program

The City's dedicated memorial program was developed to allow citizens, community groups, businesses or organizations to donate a bench or tree to enhance our parks in honour of a loved one.



Bench Donation - \$3,000

Includes the cost of a park bench, a bronze plaque (10 x 18 cm), installation, maintenance and repair of the bench for ten years.

Tree Donation - \$1,000

Includes a specimen tree chosen by City Arborist that is a suitable species for the location, bronze plaque (10 x 18 cm) on a paving stone, planting, plaque installation at the base of the tree and maintenance for ten years.

What happens after I submit my application?

- ∞ An on-site meeting will be scheduled between the applicant and staff to determine a suitable location within a specific park or trail system.
- ∞ Payment will be required immediately after location has been confirmed.
- ∞ Plaque will be ordered once inscription has been approved by the applicant. In the case of vandalism or a stolen plaque, the City will provide a one-time free plaque replacement.
- ∞ Minimum of 8-10 weeks is required for the completion of installing a bench, and is subject to staff availability with installation times subject to change.
- ∞ Tree planting will occur in the late fall or early spring, at the discretion of the City arborist.

What do I need to apply?

- Completed application form (on reverse)
- Signed terms and conditions (on reverse)

Please note completed application forms will not be returned.

Where do I send my completed application form?

Drop off or mail your completed application form to:

City of Parksville
Box 1390, 1116 Herring Gull Way
Parksville, BC V9P 2H3

Questions? Contact 250 248-5412 or ops@parksville.ca



Dedicated Memorial Program Application

Applicant Name(s): _____

Mailing Address: _____

_____ Postal Code: _____

Daytime phone: _____ Email: _____

I would like to purchase:

- Memorial bench with plaque (\$3,000 cost) Memorial tree with plaque (\$1,000 cost)

Parks staff will work with you to determine the appropriate location, however your preference will be considered if possible. Please indicate your location preference:

Print clearly the text that you wish on the plaque: *(Maximum of ____ characters)*

Memorial Bench - Terms and Conditions:

- The term of this agreement is for **ten years** starting on the date of purchase.
- After ten years the bench and space will be offered to the public for a new memorial dedication.
- No additional items are to be included in the memorial such as charms or objects placed on the bench or the surrounding concrete base; these will be removed by City staff.

Memorial Tree - Terms and Conditions:

- The City of Parksville will choose a specimen tree suitable for the site which will be planted in late fall, or early spring at the discretion of the City arborist
- A tree donation is for the life of the tree, with a **ten-year guarantee**. City will replace if the tree dies within ten years.
- After ten years, the City may remove the tree and plaque at its discretion.
- The City will use reasonable efforts to notify the donor of significant changes.
- No additional items are to be included in the memorial such as charms or objects within the tree ring or on the tree; these will be removed by City staff.

I have read and agree to the applicable terms and conditions listed above.

Applicant Signature: _____

Date: _____



This information is being collected under section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering the dedicated memorial program and will be protected under the provisions of the Act.

Should you have questions about the collection of this information, contact the City of Parksville, FOIPP Coordinator, at 250 954-3070 or by mail to Box 1390, Parksville, BC V9P 2H3.