

Donation Program Process

The Parks Donation's Program encourages members of the public to contribute to the development and enjoyment of Esquimalt Parks.

The first step in the donation process is to fill out the Parks Donation Application Form and forward it to the Esquimalt Parks Division. Our Parks Manager will work with you to determine where and how best your donation will be used. Whether it be planting a tree, installing a bench or picnic table or a different gift for a park.

You'll be asked to attend an on-site meeting at the park with your Parks Manager. At this meeting, you'll discuss:

- Donation options
- Where your donation will be located
- What you'd like to have written on the bronzed plaque

Next, you will be asked to provide your donation via cheque, cash or credit card. The Parks Manager will have your donation processed and the Township of Esquimalt will issue you a tax receipt.

Please note, the donation becomes public property, donors should be aware that they do not have any priority use of the donation. Also, while the Parks Division staff do their best to maintain all of the features of our parks in good condition, and make repairs as needed, donated items will not be given priority treatment.

When your donation is installed, you'll receive a thank-you letter from the Parks Manager.

Please note that the Township of Esquimalt currently is not accepting any bench donation applications for Macaulay Point Park or Saxe Point Park.

Please feel free to contact us at 250-412-8508 if you have any further questions or would like to indicate your desire to proceed with a donation.

Sincerely,

Manager Parks & Facilities