



## Park Amenity Donation Program Process

Recreation and Parks Department

The Regional District of Nanaimo's *Parks Amenity Donation Program* provides an opportunity for an individual, organization or service group to contribute toward park improvements in the RDN.

Common donation amenities include park benches and picnic tables. Other park improvements may also be considered through the Program on a case-by-case basis.

### PROCESS

1. Review the [Parks Amenity Donation Program Policy](#) and Frequently Asked Questions below.
2. Submit a completed application to [rdnparks@rdn.bc.ca](mailto:rdnparks@rdn.bc.ca).
3. Parks staff will contact you to review your application and confirm donation details, including the item being donated, the park and site location, plaque wording, and any other considerations. If your preferred location is not available, staff will suggest alternatives or add you to a waiting list for that location.
4. You will receive a final Park Amenity Donation Agreement summarizing all agreed details, including the total cost, confirmed amenity location, and plaque proof showing the exact wording (provided by the supplier). Please review the Park Donation Agreement carefully, sign, and return it along with payment.
5. Once your signed Park Amenity Donation Agreement and payment have been received, you will receive a tax receipt. Parks staff will then place the order for the amenity and plaque and schedule installation. Installation timelines will be provided at this stage.

Thank you for your interest in the *Parks Amenity Donation Program*. Your donation will be enjoyed by many park visitors for years to come.