



Commemorative Asset Program

Policy: Commemorative Asset Program

Main Contact: Recreation Specialist

Last Revision: November 2025

Policy Statement 1

Purpose 2

Definitions..... 2

Program Guidelines 2

Present Commemorative Assets Available 3

Commemorative Tree Guidelines 4

Commemorative Bench Guidelines 5

Steps to Donate a Commemorative Tree/Bench 6

Contact 6

Appendix 1 7

Policy Statement

The City of Pembroke’s Commemorative Asset Policy allows individuals, families, and organizations to honour a loved one, pet, event, or cause through the donation of a commemorative asset in a City park. Providing additional seating, resting areas and park amenities through private donations benefits park users, reduces costs for Pembroke, and provides the public with opportunities to commemorate the loss of a friend or loved one through a lasting tribute. For this reason, it is the policy of the City of Pembroke and the Parks and Recreation Department to accept donations from the public for the installation of Commemorative Assets in designated areas throughout the Pembroke parks system.

Purpose

The purpose of this policy is to guide the acceptance and placement of donated commemorative assets in City parks, providing the public with meaningful opportunities to honour individuals, events, or causes.

Definitions

“**City**” means the City of Pembroke

“**Commemorative Asset**” means the property/item that will be purchased to commemorate an individual or event.

“**Department**” means the Parks & Recreation Department at the City of Pembroke

“**Donation Receipt**” is an official written acknowledgement of your donation made to the City of Pembroke, eligible for tax deductions.

“**Donor**” means the individual purchasing the commemorative asset.

“**Natural Weathering**” means the damage occurred due to a natural weather event.

“**Vandalism**” means the deliberate destruction or damage to public or private property.

Program Guidelines

- **Administering Department:** The Parks & Recreation Department will coordinate and maintain this Program.
- **Ownership of Assets:** The City of Pembroke holds ultimate ownership over all Commemorative Assets, and it is prohibited for applicants to decorate, personalize, or add adornment to any asset without prior approval. Special maintenance requests for assets will not be granted except in cases of safety concerns, or damage.
- **Purchasing the Asset:** To remain consistent in the purchase of assets and plaques/signage, the City will acquire these items on behalf of the applicant. The applicant will be responsible for the cost of the asset and the plaque + 5%. Estimates of the cost can be found online at Pembroke.ca/InMemory. Please contact the Parks & Recreation Department for more information.
- **Unauthorized Alterations, Additions and Removals:** Any Commemorative Asset or other item installed or modified without the approval of the City may be removed at the expense of the party who installed or modified the item. Nothing

Commemorative Asset Program

is permitted to be buried in the ground at the base of the commemorative asset, or anywhere else in the parks.

- **Priority Use:** Purchasing a commemorative asset through the City does not entitle the purchaser or any affiliates to any right of priority use of the asset.
- **Relocation of the Asset:** The City reserves the right to temporarily or permanently relocate the commemorative asset due to planned or unplanned conflicts with maintenance or construction on public property. The City will use every reasonable effort to notify applicants of impacted Dedications within ten (10) years of the date of installation.
- **Historical Commemorations:** All historical commemorations will be grandfathered; until such time they require replacement. At this time, the plaque/asset will be removed, in accordance with the asset's respective replacement procedure as outlined in this policy. If there are no procedures mentioned, it is up to the department's discretion to remove or replace the asset. The Department will do its best to contact the donor prior to any removal.
- **De-commemoration:** A commemoration can be removed if it is found that the individual/organization being commemorated has done something inappropriate or that would have a negative effect on the City and its image.
- **Assets Available:** View the "Present Commemorative Assets Available" section below for current assets available through the commemoration program. Special Commemoration Projects will be considered on a case-by-case basis by the Parks & Recreation Department.

Present Commemorative Assets Available

- As of 2025, Tree and Bench Dedications are available through the Commemorative Asset Program. In order to grow our urban forest and upgrade our seating availability, Tree Dedications and Bench Dedications are only available for new tree plantings and park benches. Dedications will not be accepted for existing trees. Existing Park benches may be replaced with new bench donations through this policy.

Commemorative Tree Guidelines

- **Tree Specifications:** Commemorative trees are locally sourced native species. Trees are purchased as a 1.6 - 2.4 inch caliper tree. For a list of the locations and trees available, please visit the webpage Pembroke.ca/InMemory or contact the Parks & Recreation Department.
- **Location of the Tree:** Tree species available for the Program will vary depending on the preferred location, and local native species. Please visit the webpage Pembroke.ca/InMemory for a complete list of the tree locations and species available. Every effort will be made to accommodate the choice of location and species however changes may be made at the City's discretion. The Department will inform the Donor of the changes prior to the installation of the commemorative tree.
- **Location of Plaque:** In the case of a tree donation, a plaque will be placed on the Living Legacy Tree located outside the new Marina Washrooms located at Waterfront Park (to be built in 2026). The plaque will be displayed for a commemorative period of 10 years.
- **Planting of the Tree:** The City will plant all donated trees in a year at the same time, weather permitting. The City cannot accommodate requests for planting to occur at a specific time. Postponements due to weather events or other unforeseen circumstances may occur from time to time. Donors will be notified once their tree has been planted.
- **Deadline to Apply for Current Year Planting:** To guarantee that your tree is planted within the calendar year, your application should be submitted prior to May 1st of that year. Otherwise, your application will be considered for the following year's planting.
- **Replacement of the Tree & Plaque:** The City will replace the tree within 5 years if the tree does not survive or is vandalized and will replace the plaque one time within a 10-year period due to natural weathering or vandalism.

Commemorative Bench Guidelines

- **Installation of the Bench:** The Commemorative Bench is purchased and installed by the City (contractor). Where applicable, the commemorative bench installed will be mounted onto a Concrete Pad, in align with the Parks & Recreation Department commitment to furthering the accessibility of Pembroke's parks. The date of installation cannot be guaranteed, as it is determined by the manufacturer's lead times and the contractor's availability.
- **Deadline to Apply for Current Year Installation:** To guarantee that your bench is installed within the calendar year, your application should be submitted prior to June 1st of that year. Otherwise, your application will be considered for the following year's installation.
- **Locations Available:** Please visit the webpage Pembroke.ca/InMemory for a complete list of the bench locations available. The Department may replace existing benches with new commemorations. Every effort will be made to accommodate the exact choice of location however changes may be made at the City's discretion. The Department will discuss the changes with the Donor prior to the installation of the commemorative bench.
- **Bench Maintenance:** Benches will remain on site for a 10-year period. The City will replace the bench one time during this period if the bench is damaged beyond repair. Otherwise, the City will maintain the donated benches on a case-by-case basis, per operating capacities. The City reserves the right to determine the level of maintenance required.
- **Maintenance Authority:** The City prohibits the re-surfacing or repair to any commemorative bench by any person other than appointed municipal employees or agents as appointed by the Director of the Parks and Recreation Department or the Director's appointed agent.
- **Bench Engravement:** Participants will submit specific text for a plaque that will be engraved to the bench. 3 boards of the bench are available for engravement, limited to 22 characters per board. Text on the bench must follow the Commemoration Plaque Guidelines, seen in appendix 1.
- **Alternate Bench Options:** Under the discretion of the Department, alternate bench options may be approved only for historical or commemorative milestones.

Steps to Donate a Commemorative Tree/Bench

1. Fill out the online or paper application.
 - a. The online application can be found at Pembroke.ca/InMemory
 - b. The paper application can be picked up at City Hall (1 Pembroke Street East) or at the Parks & Recreation Department (393 Pembroke Street West)
2. Submit your application and deposit to the Parks & Recreation Department
 - a. If you are dropping off the application, please bring it to the Parks & Recreation Department in the Pembroke Memorial Centre (393 Pembroke Street West)
 - b. If you are mailing in your application, please send it to the following address:

Attention: Parks & Recreation Department
1 Pembroke Street East
Pembroke, ON K8A 3J5
 - c. If you are submitting your application online, a payment link for your deposit will be sent to you within 5 business days of your application.
3. Please allow 15-20 business days for your application to be reviewed. Your application will not be reviewed until the deposit has been received.
4. Once your application is approved, we will contact you for the remaining payment. You can pay with Cheque, Cash, Debit, or Credit in person at the Parks & Recreation Office, or over the phone with Credit Card.
5. Donation receipts will be available and sent to the donor's address at the end of the calendar year. The donor must specify on their application if they want a donation receipt.
6. The Parks & Recreation Department will do our best to communicate the installation date with you. However, postponements due to weather events or unforeseen circumstances may occur from time to time.

Contact

Parks & Recreation Department

393 Pembroke Street West

Recreation@pembroke.ca

613-735-6821 ext. 1501

General Guidelines for Commemorations - Appendix 1

In an effort to remain consistent and ensure the commemorations are in keeping with the City's vision and policies, as well as not having a negative impact on the City's public image, the following guidelines have been developed.

Epitaph choices for commemorative plaques:

- In Memory of
- In Loving Memory
- In Tribute To
- In Our Hearts
- To Commemorate
- To Congratulate
- Never Forgotten
- Always With Us
- Forever Loved
- In Honor of

Plaques have a **66-character limit**, 22 characters/spaces per line.

Sample Bench

