

Commemorative Asset Application



Last updated March 2026

Part A - Applicant Information

Full Name

Email Address

Phone Number

Preferred method of communication Phone Email

Mailling Address
Street Province Postal Code

Would you like a donation receipt mailed to you at the end of the year? Yes No

If yes, and you'd like it mailed to a different address, please write it here:

Part B - Commemorative Asset Information

Select Item Engraved Commemorative Bench (\$2100 + HST) Commemorative Tree & Plaque (\$850 + HST)

What is your preferred location?
(Please reference the 4th page for a list of locations available)

Is there a specific location in the park?

For Commemorative Trees:

What is your preferred tree?
(Please reference the 4th page for a list of locations available)

What is your second preferred tree?

Commemorative Wording

Wording is to consist of no more than 22 characters per line (including spaces and punctuation). Bench commemorations are allowed up to 3 lines, and tree commemorations are allowed up to 2 lines. You must include spaces punctuations as part of the allowed characters per line. Tree Commemorations will be given a plaque on the Living Legacy Tree, and Bench Commemorations will be engraved into the boards of the bench. *Please note that the Living Legacy Tree will be installed once the new Trail Hub is built at Waterfront Park.*

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Part C - Online Payment System

All payment for the Commemorative Asset Program will be processed through our online recreation software, ActiveNET.

If you do not yet have an account, please create one by going to Pembroke.ca/Booking
If you have any questions in the meantime, please do not hesitate to reach out to the Parks & Recreation Department.

Parks & Recreation Department

recreation@pembroke.ca
613-735-6821 ext.1501

Part D - Acknowledgement & Agreement

My signature below indicates that I have read this document in its entirety and understand that:

- a) The Department makes all final decisions, including but not limited to availability, bench or tree locations, and tree species
- b) All language used on the recognition plaques/engravings is subject to approval
- c) All donated commemorative assets are the property of the City of Pembroke and will be maintained according to the City's policies and procedures.

I have read, fully understand, and agree to abide by the Commemorative Asset Program Policy.

Signature

Date

Part E - Submission

This application can be given to the Pembroke Parks & Recreation Department in the following ways:

Drop Off

Parks & Recreation Office
2nd floor of the PMC
393 Pembroke Street West

Mail

Attn: Parks & Recreation Department
1 Pembroke Street West
Pembroke, ON K8A 5M4

Email

recreation@pembroke.ca

Questions?

(613) 735-6821 ext.1501

For Office Staff Only

Date this application was handed in:

Has it been uploaded to the Shared Drive?

Commemorative Asset Application

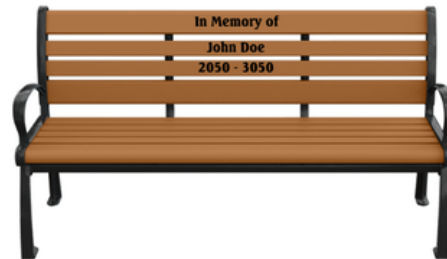
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Commemorative Bench

The following parks are available for commemorative benches:

- Waterfront Park
- Riverside Park
- Kiwanis Trail
- Pansy Patch Park
- Kinsmen Park
- IOF Park
- Hillcrest Park
- Rotary Park
- PMC
- PACC
- Dunlop Park
- Harvey Fraser Park
- D'Youville Park
- Rondeau Park
- McGee Street Park
- Cecil Street Park

The following bench is available



Commemorative Tree

The following parks are available for commemorative tree plantings:

- Waterfront Park (Limited locations and species available)
- Riverside Park
- Kiwanis Trail
- Kinsmen Park
- PACC
- IOF Park
- Hillcrest Park
- Rotary Park

The following tree species are available.

1. Paperbark Maple
2. Red Maple
3. Sugar Maple
4. Honeylocust Shademaster
5. American Linden Redmond
6. Elm Tree
7. Beech Tree
8. Autumn Brilliance Serviceberry*

*Only select locations available due to the flower and berry droppings.

Please note that while we will make every effort to accommodate preferences, each park has unique attributes and constraints that must be considered. We will contact you with any changes to your application prior to approval.

If you have any questions about the application, please contact the Parks & Recreation Department

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