



Commemorative Tree Application

Effective January 1, 2022

Program Information

The Commemorative Asset Program is a great option to have a special place meant to remember loved ones who have passed. This program offers multiple options for donation including a signature commemorative bench, standard commemorative bench, and commemorative tree.

Application Submission

Applications can be submitted **online** by email to parksandrecreation@sarnia.ca or delivered to City Hall at 255 Christina Street North, Sarnia, Ontario, N7T7N2.

Applications open **January 4** and installation will be complete from **May 1 - October 31** in the order of submission. A maximum of **10 applications** will be accepted per year. Staff will contact applicants within **30 days** of receiving the application, to approve or deny the pre-approved location request.

Commemorative Tree Options

Commemorative Trees are available in many species options, and staff will assist in determining a choice of a native or non-native tree that is best for the requested location.

Sponsorship Term

The term for a Commemorative Tree is 2 years to receive a replacement, should the tree not establish itself. There is no renewal for commemorative trees.

The donation fee for a Commemorative Tree covers the purchase, planting, and any maintenance and care to the tree during its lifespan.

Additional Information

The City will replace a commemorative asset if deemed necessary by the Parks Supervisor within the sponsorship period.

The City reserves the right to relocate the asset if unforeseen circumstances arise due to its location or setting. Nothing herein shall prevent the immediate removal of any item deemed by staff to constitute an immediate safety concern. Should the parkland containing asset be altered, the City shall make its best efforts to relocate within the property.

To maintaining quality and safety of product and installation, substitution of other providers, bench options or do-it-yourself work shall not be permitted. All assets and related materials and/or services are to be obtained through the procurement processes, and are to adhere to the City of Sarnia Corporate Accessibility Policy and Accessibility for Ontarians Disability Act (AODA).

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A. Applicant & Memorial Information			
Name (First and Last)			
Address (Number and Street)			Unit/Suite (If Applicable)
City/Town		Province	Postal Code
Phone Number	Alternate Number	Email Address	
Loved Ones Name		Relation to Applicant (Optional)	

B. Secondary Contact Information		
Name (First and Last)		
Phone Number	Alternate Number	
Email Address	Relation to Applicant (Optional)	

C. Application Type	
Commemorative Items Available	Applicable Fee
<input type="checkbox"/> Commemorative Tree (No Plaque)	\$305.00

D. Location Request
Primary Pre-Approved Location Asset ID Number
Secondary Pre-Approved Location Asset ID Number
IMPORTANT: Location requests are not guaranteed , staff will work with applicants to determine a suitable location within the review process. Pre-Approved locations can be found online at https://www.sarnia.ca/play/commemorative-asset/ . Applicants can attach photos of the preferred location to assist and streamline the application and review process.

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F. Payment Information	
Payment Method	Where to Pay
Cheque payments can be dropped off to City Hall through the outside dropbox (beside the Christina St. entrance), or in-person to Customer Service on the first floor.	255 Christina Street North Sarnia, ON N7T7N2
<p>IMPORTANT: Payments can be made online through the Donation Gifttool portal, or via cheque made payable to the City of Sarnia and noted in the memo portion as a “Memorial Tree – year.” Payments are processed as donations towards the Commemorative item and are the property of the City of Sarnia.</p> <p>*Please keep any receipts for your own records should they be required for proof of payment.</p>	

Please indicate how you intend to pay for the Commemorative Item.	<input type="checkbox"/> Online Payment <input type="checkbox"/> Dropped-off Cheque
Please indicate if you will require a Donation Receipt.	<input type="checkbox"/> Yes <input type="checkbox"/> No

G. Declaration of Applicant	
Please confirm you have read and understand the Commemorative Asset Policy and agree with the Terms/Conditions of the current Policy.	<input type="checkbox"/> Yes, I Agree
<p>I _____ declare that:</p> <p>(Print/Type Name)</p>	
<ol style="list-style-type: none"> The information contained in this application is true to the best of my knowledge. I have read and understand the Commemorative Asset Policy and agree with the Terms/Conditions of the policy. 	
<p>_____</p> <p>(Date)</p>	<p>_____</p> <p>(Signature of Applicant)</p>

Office Use Only	
Application Number	Application Received

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<p>Status Tracking</p> <ul style="list-style-type: none"><input type="checkbox"/> Application Approved<input type="checkbox"/> Submitted to Supervisor<input type="checkbox"/> Plaque Ordered<input type="checkbox"/> Bench Installed<input type="checkbox"/> Plaque Installed<input type="checkbox"/> Applicant Notified	<p>Renewal ID</p>
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