

COMMEMORATIVE ASSET POLICY

Policy Number: COMS - 007
Responsibility: Community Services Coordinator
Approval: Sarnia City Council
Effective Date: April 11, 2022
Date of Last Review: November 18, 2024

1.0 PURPOSE

The purpose of this Policy is to provide the parameters and guidelines for community groups, organizations, and the general public to participate in the Commemorative Asset Program within the City of Sarnia.

A separate application document for each available asset is available for all of the public. The document details the Commemorative Asset Program application process in full and serves as the guiding text for individuals, community groups, and organizations who sponsor an asset on municipal property in the City of Sarnia.

2.0 SCOPE

This Policy shall apply to all persons, herein named the Applicant, sponsoring a commemorative asset. This Policy shall also apply to all staff members who are involved within the application process within the Community Services Division.

3.0 DEFINITIONS

“City” means The Corporation of the City of Sarnia.

“Approval” means the formal and written sanctioning of a festival or event by the Community Services Division.

“Municipal Property” means any roadway, road allowance or right-of-way, land owned, leased, or controlled by the City, designated as parkland or as a trail, including gardens, playgrounds, sports fields or beach areas, water lots, arenas, open spaces, parking lots and facilities.

“Applicant” means any person or organization that holds a permit or Event Application for use of park space, arena, and/or facility for the purpose of hosting an event open to the public within the City shall be deemed Event Organizer.

“Application” means a formal request to sponsor a City of Sarnia commemorative asset. All applications are subject to review by the Community Services Division.

“Fees for Services” means the Council-approved fees associated to services provided by the City of Sarnia. These fees are approved by Council annually and are subject to change.

“HWNT” means Howard Watson Nature Trail.

“Asset” means any property owned by the City of Sarnia, regarded as having value.

“Commemorative” means acting as a memorial or mark of an event or person.

“Donation” means a sum of money given towards the cost of the asset.

“Sponsorship” means an individual or organization that has paid the required costs towards the installation and maintenance of an asset in exchange of a commemoration.

“Installation” means the planting or placing of any commemorative asset on municipal property.

4.0 POLICY

4.1 General Overview of Commemorative Asset Program

Commemorative assets shall contribute to the visitor experience, increase public enjoyment and preserve the visual character of the park, waterfront and/or trail setting.

Limitations to the program are provided in recognition of the fact that such asset installations can interfere with active sport facilities, design parameters, affect the growth habit of trees and interfere with maintenance operations.

The City understands that the bench and/or tree may have sentimental value, however, it is not to be considered a shrine. For that reason, the City respectfully advises that the placement of flowers, commemorative stones, wreaths, pictures, etc. at the site is not permitted.

4.2 Application Approval and Installation Process

All requests to sponsor a pre-approved commemorative asset must be requested through the Community Services Division. Applications may be submitted annually electronically or hard copy to Community Services Administration starting on the first business day in January. Pre-approved assets

are to be made available online and inclusive within the application forms. It is the responsibility of the applicant to ensure accurate contact information is on file, and to contact staff should such contact information change over time.

Commemorative assets vary from one to the next, requiring different approvals based on the individual request. Approval timelines range from 14 - 30 business days (provided the appropriate documentation has been submitted by the applicant) and are identified in the applicable commemorative asset application form.

A total of 10 applications per calendar year are to be accepted for each type of asset (e.g. bench, tree), unless the department determines more can be accommodated. The below deadlines and timelines will apply, subject to change. Unforeseen circumstances may alter the installation timeline, including inclement weather, pandemics, procurement of contracting services/materials, etc.

Commemorative Asset	Application Deadline	Installation Timeline
Benches	April 30	May 1 to October 31
Trees (Spring Planting)	March 15	April 1 to June 30
Trees (Fall Planting)	August 15	September 1 to November 30

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).

4.3 Fees for Services and Donations

All donation fees are subject to the provisions of the Council-approved Fees for Services as amended. Payment shall be made in full at the time the application is submitted in order to purchase, install, and maintain the asset. A donation tax receipt will be provided upon the applicant's request.

The donation fee is inclusive of the acquisition and installation of the asset, standard plaque with inscription (if applicable), and general maintenance and repair during the period of sponsorship.

The cancellation of an application by the City or Applicant and refund eligibility are detailed in the City's Donation Policy and/or Payments and Cancellations policy.

4.4 Sponsorship Period and Renewal

The dedicated term for a commemorative tree is a period of 2 years; for a commemorative bench is a period of 10 years; and for all other commemorative assets is a period of 10 years or less.

Following the initial term, the applicant will have the option to renew for an additional 10 years or less at 60% of the cost of a new asset item, at that time. There is no renewal for commemorative trees.

The original applicant will be contacted at the end of the term, followed by the second contact provided, if necessary. Should staff receive no response from either contact, the asset will become available to the public.

4.5 Asset Maintenance

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

The City will not be responsible for damaged or vandalized plaques.

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.

5.0 ROLES AND RESPONSIBILITIES

Applicant:

- Liaise with the Recreation Coordinator or designate on the submission of an application
- Comply with the event procedures as outlined in this Policy, where applicable

Administrative Assistant, Community Services:

- Liaise with the Recreation Coordinator or designate on the submission of an application
- Liaise with the Applicant on the submission of an application, where applicable
- Accept the submission of an application and coordinate the payment of applicable fees
- Assist with the annual application update, where applicable

Recreation Coordinator:

- Act as a liaison with Applicant, ensuring compliance with this Policy
- Liaise with departments and/or affiliated individuals/organizations on each asset, as required
- Assist in managing all Commemorative Asset Applications
- Uphold the procedures as outlined in this Policy for every Commemorative Asset Application, where applicable
- Coordinate the review of this Policy to ensure accuracy and compliance
- Coordinate the annual review of application forms to ensure accuracy
- Assist with the procurement of services and/or materials, where applicable

Park Operations Supervisor and/or Forestry & Horticulture Operations Supervisor:

- Liaise with the Recreation Coordinator or designate on the status of commemorative assets
- Uphold the procedures as outlined in this Policy for every Commemorative Asset Application approved for installation
- Partake in the review of this Policy to ensure accuracy and compliance
- Procure the services and/or materials required for installation
- Ensure pre-approved commemorative assets are determined and established prior to January 1, annually

6.0 RELATED POLICIES AND PROCEDURES

CS-041 *Corporate Accessibility Policy*
CS-032 *Sponsorships, Donations & Advertising Policy*

DOCUMENT HISTORY

Revision	Date
Policy created.	April 11, 2022
Revision to provide clarity over application and installation timelines.	November 18, 2024