



**N A K U S P**

**VILLAGE OF NAKUSP  
COUNCIL POLICY MANUAL  
MEMORIAL TREE, BENCH, & PICNIC TABLE POLICY**

**POLICY: GAP4** SECTION: Arena/Parks

**INITIATED:** November 2009

**REVISED:** July 2015, January 2019

**REVIEWED:** December 2018, January 2019

**APPROVED:**

  
\_\_\_\_\_  
Mayor Tom Zeleznik

### **PREAMBLE**

To ensure that Village assets are maintained to an appropriate standard, and to establish guidelines for proper procedures regarding installation and maintenance of memorial trees, benches, and picnic tables.

### **POLICY**

Persons wishing to have a memorial tree, bench or picnic table installed on Village property must receive permission from the Village through the prior approval of the attached application form (Schedule A). Approval will be at the discretion of the CAO or his/her designate and shall be subject to the fees outlined in this policy and the following conditions:

### **TREES**

Applicants are responsible for the costs of purchase and delivery to the Nakusp Sports Complex (200 8<sup>th</sup> Avenue NW) of an approved memorial tree and the corresponding plaque.

The Village shall be responsible for the installation and maintenance of the tree, as time and resources permit. In the event that the tree or plaque deteriorates, becomes an eye sore or is vandalized, the Village will make every attempt to contact the applicant to arrange for repair or replacement at the applicant's expense. In the event that an applicant cannot be reached or is unwilling to repair or replace the damaged items, the Village, at its sole discretion, will remove the tree and/or plaque and make the space available to the public for re-use.

#### Installation Locations:

- Memorial Trees may be planted in approved spots along the waterfront, in the municipal campground and Village parks at the sole discretion of the Village. Memorial trees will not be planted under utility lines; over municipal infrastructure; within easements or rights-of-way; or in areas where there are potential liability concerns.



**N A K U S P**

**VILLAGE OF NAKUSP  
COUNCIL POLICY MANUAL  
MEMORIAL TREE, BENCH, & PICNIC TABLE POLICY**

**POLICY: GAP4** SECTION: Arena/Parks

Caliper Size:

- Memorial trees must be a minimum caliper of 25 to a maximum of 50 mm at the sole discretion of the Village.

Species Variety:

- All Memorial Trees must be suitable for Zone 6 of the Canadian Plant Hardiness Zone and approval of the selection is at the sole discretion of the Village.

Plaque Specifications:

- Memorial Tree Plaque Specifications: Maximum size: 8" long x 6" wide
- As a guideline, text is approximately 60 words with 12 lines at 5 words per line.
- The amount of text is subject to word length and whether upper or lower case is used.
- The Village will pour a concrete base and install the plaque.

**BENCHES & PICNIC TABLES**

Applicants are responsible for the costs for purchase and delivery to the Nakusp Sports Complex (200 8<sup>th</sup> Avenue NW) of an approved memorial/sponsorship bench or picnic table; and the purchase and installation of the corresponding bronze plaque for memorial benches. All plaques for concrete benches and picnic tables must be installed prior to delivery.

The Village shall be responsible for the concrete pads, installation and maintenance of the bench or table. In the event that the bench, table or plaque deteriorates, becomes an eye sore or is vandalized, the Village will make every attempt to contact the applicant to arrange for repair or replacement at the applicant's expense. In the event that an applicant cannot be reached or is unwilling to repair or replace the damaged items, the Village, at its sole discretion, will remove the damaged item, in whole or in part, and may make the space available to the public for re-use.

Memorial/Sponsorship Benches in the Downtown Core have a set fee of \$2,500 including the bronze plaque and bench installation.

Installation Location:

- Pre-poured concrete pads will be available in various locations. Applicants may indicate their preference however, the CAO or his/her designate will determine the best location based on size, style and existing infrastructure. Alternate locations will not be considered until all pre-poured pads have been filled. Installation of the bench or table will be completed by Recreation & Parks as work schedules permit.



**N A K U S P**

**VILLAGE OF NAKUSP  
COUNCIL POLICY MANUAL  
MEMORIAL TREE, BENCH, & PICNIC TABLE POLICY**

**POLICY: GAP4** SECTION: Arena/Parks

**Bench/Table Style:**

- The design of all memorial/sponsorship benches outside of the Downtown Core shall be at sole discretion of the CAO or his/her designate.

**Plaque Specifications:**

- Memorial Bench Plaque Specifications: Bronze Plaque of a maximum size: 8" x 3".
- As a guideline, text is approximately 25 words with 5 lines at 5 words per line.