

## APPLICANT INFORMATION

Artist/Carver Name*:		Date:
Mobile Phone No:	Email:	
Mailing Address:	City:	Postal Code:
Company Name (if applicable):		
Other Artist/Carver(s)*:	Email:	
Address:	City:	Postal Code:
Mobile Phone No.:		

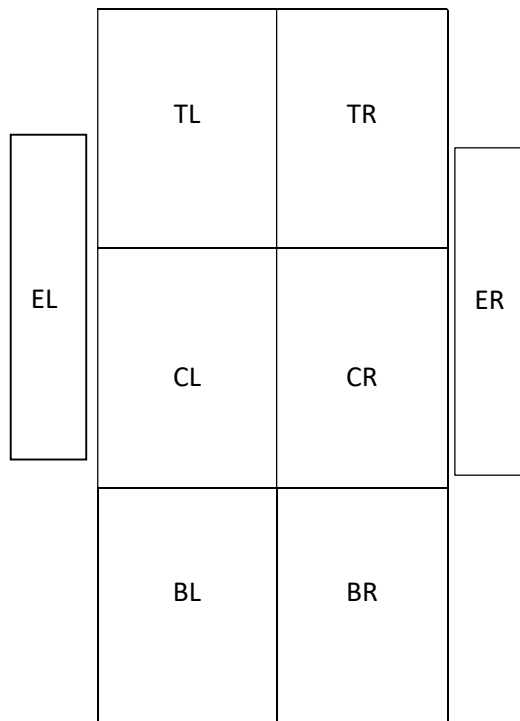
\*If applicable, please attach a biography of all artists that will be working on the pole, and previous works completed.

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.

## TOTEM POLE INFORMATION

Examiner:	Date:
Totem Name:	Original Artist:
Location:	
Height:	Width:

## TOTEM CONDITION REPORT



Overall Conservation Priority 1 2 3 4 5

- 1 = Object in jeopardy
- 2 = Needs attention
- 3 = Needs minor repair
- 4 = Needs further evaluation
- 5 = Needs no work

Areas requiring conservation:

- TL – Top Left                      TR – Top Right
- CL – Centre Left                CR – Centre Right
- BL – Bottom Left                BR – Bottom Right
- EL – Extension Left            ER – Extension Right

Other areas of concern:

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**PROPOSED REFURBISHMENT**

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Location Address: \_\_\_\_\_

Start date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Additional sub-contractors: \_\_\_\_\_

Additional requests: \_\_\_\_\_

Total quoted cost to complete, including outlined expenses below: \$ \_\_\_\_\_

- Once completed, please scan and email a copy of the application to: [duncan@duncan.ca](mailto:duncan@duncan.ca), or you may drop off in person at City Hall, 200 Craig Street, between 8:30 a.m. and 4:00 p.m. Monday-Friday, or in the drop box.

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**APPLICANT SIGNATURE**

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**DATE**

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**OFFICE USE ONLY**

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Security Deposit (if applicable): \_\_\_\_\_

Date Received: 

Proof of Liability Insurance (if applicable): \_\_\_\_\_

Date Received: 

Other: \_\_\_\_\_

Date Received: 

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**ADDITIONAL CONDITIONS**

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Permission to commence is hereby given upon satisfactory receipt of the foregoing and subject to the terms and additional conditions outlined above.

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**DIRECTOR OF PUBLIC WORKS & DEVELOPMENT SERVICES**

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**DATE**

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**DIRECTOR OF FINANCE**

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**DATE**

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**CHIEF ADMINISTRATIVE OFFICER**

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**DATE**

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## TOTEM POLE REFURBISHING PROPOSAL GUIDELINES

Thank you for your interest in quoting on this totem pole refurbishing.

### Minimum Quote details:

- Application Form filled out
- Confirmation of timelines for refurbishment and start date
- Details of individuals or sub-contractors who would assist
- Details on what additional repairs are necessary for each pole – (e.g. wood patching, wing replacement, etc.)
- Confirmation of where the work should take place (on site or at the public works yard if necessary).
- What, if any, additional assistance will be necessary from our Public works department (e.g. scaffolding, 3rd ladder, etc.)

### Refurbisher's Responsibility:

- Sheet metal and installation on each pole if currently doesn't have
- Scrub and clean the pole
- Repairs described in carver's proposal in addition to basic requirements listed here
- Repaint the pole exactly as is, ensure match original paint colours
- Apply borate to the pole after refurbishment (NOT linseed oil)
- Replacing the cap of the pole at the top if the existing cap is damaged

### Expenses included with the refurbishing of the poles:

- Paint
- Paintbrushes and miscellaneous supplies
- Glue for minor cover-ups or to fix minor deteriorated spots or patches
- Quality wood preservative oil/borate
- TPS and rez cleaner
- Scrub brushes, buckets, etc.
- Any travel necessary
- Any assistant fees and expenses
- Daily meals
- All incidentals

### The City will provide:

- Pest control where needed
- Initial power washing if requested (under 2000 psi – so not to damage the pole)