



TOWN OF BAY BULLS

TOWN OF BAY BULLS COMMEMORATIVE PROGRAM GUIDELINES

BACKGROUND

This program was designed to provide members of the public with a means by which to memorialize an individual within the Town.

HOW THE PROGRAM WORKS

Individuals wishing to take part in the program must complete the **Commemorative Program Application Form (Appendix A)**. The Town will provide, install, and maintain the item for a 10-year period with an option to renew at the end of the 10-year period.

PROGRAM GUIDELINES

Receipt of a completed Commemorative Program Application Form is required to initiate a donation to the commemorative program.

Upon receipt of a completed application form, Town staff will review the request and work with each applicant to determine donation availability and installation location. If required, an on-site meeting between the applicant and Town staff may be required.

Applications and location availability will be on a first-come, first-served basis.

The Town does not maintain a waitlist for the program. Applications for the Commemorative Program are reviewed annually in January and February. Applications must be submitted by December 31 for ordering and delivery in the upcoming year.

The commemorative donation will remain in effect for a 10-year period. The donation includes the provision of a park bench or picnic table, a commemorative 3" x 10" bronze engraved plaque, installation, and maintenance/repairs. There will be a renewal option at the end of the 10-year period.

To ensure the safety and enjoyment of all members of the public, park benches and picnic tables that are donated may not be adorned with additional items (i.e., flowers, wreaths, etc.) at any time.

The commemorative item must not interfere with the enjoyment of, or accessibility to, park/trail areas or amenities for any member of the public, and as such, the Town must provide the final approval of all installations.

The Town maintains the right to relocate the item as required due to vandalism, redevelopment, or other reasonable cause. The Town will cover any costs associated with the relocation. Every attempt will be made to notify the original donor if relocation is required.

Upon installation, the donation will become the property of the Town of Bay Bulls and will be maintained by the Town for the donation period.



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DONATION OPTIONS

Pricing for the commemorative items is HST-exempt and subject to changes.

- 1. Commemorative Wooden Park Bench**
\$850.00



The donation includes the provision of a park bench, a 3" x 10" bronze engraved commemorative plaque, site preparation, installation, and maintenance/repair for a 10-year period. Installations are seasonal and are completed as weather and ground conditions permit.

- 2. A-Frame Wooden Picnic Table**
\$650.00



The donation includes the provision of a 6' picnic table, a 3" x 10" bronze engraved commemorative plaque, site preparation, installation, and maintenance/repair for a 10-year period. Installations are seasonal and are completed as weather and ground conditions permit.



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3. Plaque Only \$350.00



The plaque is a 3 in x 10 in cast bronze rectangular plaque with raised lettering. The plaque will be placed on existing Town infrastructure, such as benches, and picnic tables. **The list of available Town infrastructure is in Appendix B.**

REVIEW OF THE PROGRAM

This program will be reviewed annually or as deemed necessary. Any revisions to the commemorative program are subject to the approval of Council.

Dated at the Town of Bay Bulls this 19th day of June, 2023.

Name: Jennifer Aspell
Title: Town Manager

Name: Keith O'Driscoll
Title: Mayor





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APPENDIX A - COMMEMORATIVE PROGRAM APPLICATION FORM

CONTACT INFORMATION		
Name (First, Last)		
Address (Street, Town/City)		
PO Box	Postal Code	Province
Telephone	(home)	(cell)
Email		
COMMEMORATIVE ITEM SELECTION		
Please select a bench, picnic table, or plaque. Detailed descriptions are available at www.townofbaybulls.com . If the commemorative program request is approved, the Town will purchase, install the commemorative item, and engrave and install plaques. Where possible, the Town will accommodate your choice of location, however, changes may be made at the Town's discretion. Applicants will be notified if the request is approved or denied. Prices are HST-exempt and subject to periodic review.		
<input type="checkbox"/> Wooden Trail/Park Bench (\$850.00) Location: <u>Long Pond Walking Trail (Other locations may be considered)</u>		
<input type="checkbox"/> Wooden Park Picnic Table (\$650.00) Location: <u>Long Pond Walking Trail (Other locations may be considered)</u>		
<input type="checkbox"/> Plaque Only on Existing Infrastructure (\$350.00) Location Preference(s) _____		
PLAQUE SELECTION		
The commemorative plaque must follow one of the templates below. A slight modification may be considered.		
<input type="checkbox"/> Option A – In Loving Memory of		
<input type="checkbox"/> Option B – In Honour of		
Name of person to be written on plaque (please print clearly)		



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CONDITIONS

- The Town will maintain the bench/picnic table/plaque for a 10-year period.
- The dedication is the responsibility of the applicant.
- Installation dates may not be specified due to weather.
- Preferred locations may not be approved due to availability.

I have read and agree to the preceding conditions

OFFICE USE ONLY

Payment Fee _____ Receipt # _____

Signature _____ Date (YYYY-MM-DD) _____

Completed forms can be emailed to info@townofbaybulls.com. You may also submit the completed form to the Town of Bay Bulls Municipal Building, 2 Southside Road, Bay Bulls between 8:00 am – 4:30 pm, Monday-Friday (there is no access to the building during lunch hour 12:00 pm – 1:00 pm).

For additional information, you can send an email to staff at info@townofbaybulls.com or call (709) 334-3454.



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APPENDIX B – LIST OF EXISTING TOWN INFRASTRUCTURE AND LOCATION FOR OPTION 3 - PLAQUE ONLY

TYPE OF INFRASTRUCTURE	LOCATION
Picnic Table (2 available)	Bay Bulls Regional Lifestyle Centre Front Lawn
Picnic Table (1 available)	Gunridge Road at East Coast Trail Trailhead
Picnic Table (1 available)	Island Cove Road Playground
Picnic Table (2 available)	Sheldon Drive Playground
Bench (1 available)	Lower Road
Bench (1 available)	Southside Road
Bench (2 available)	Northside Road
Bench (1 available)	Northside Road at Paddy Scott's Garden
Bench (2 available)	Long Pond Walking Trail