



# THE CORPORATION OF THE CITY OF VERNON

## MATTERS REFERRED

March 22, 2021

### A. AGENDA CHANGES:

1. **SEE ITEM 6. A. (i) – General Matters – Public Input – Development Variance Application for 2411 Hwy 6, 5580 Anderson Way and 5351 25<sup>th</sup> Avenue (DVP00507)**
  - Email dated March 20, 2021 from Majorie Walton
2. **SEE ITEM 9. D. – Unfinished Business – Elks Request for Support**
  - Email from Councillor Anderson dated March 22, 2021
  - Report from Administration dated March 17, 2021

### B. DECLASSIFIED MOTIONS FROM THE IN-CAMERA MEETING HELD MARCH 8, 2021:

**OGOGOPOGO  
COPYRIGHT**

*'THAT Council direct Administration to transfer the copyright pertaining to "Ogopogo" to the Sylix First Nation.*

***CARRIED, with Councillors Anderson, Gares and Nahal opposed'***

## City Reception

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**From:** Marjorie Walton  
**Sent:** Saturday, March 20, 2021 4:16 PM  
**To:** Public Hearings  
**Subject:** Development Variance Application #00507



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## Use Caution - External Email

Dear Mr. Nuriel and Committee,

I can see no reason or excuse to put up this screen. It will add nothing of value to this neighbourhood. It will just add to the necessary clutter across from my . my townhouse.

I have gone through MacDonald's Drive-through many times. I focus on the menu signs, submit my order, drive around to the pay window and then proceed to the order window and get my purchase and then I go on my way. I don't need a large sign to amuse or entertain me.

We have enough necessary signage pertaining to the local businesses without bringing in some sort of unnecessary advertising screen.

As well the owners said there is no foot traffic on that lane. Well I and others walk through there often for various reasons.

I would appreciate Council turning down this request.

Thank you,

Marjorie Walton,

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**Janice Nicol**

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**Subject:**

FW: Vernon Elks Lodge #45 Permission to speak to email and attachments provided

**From:** Scott Anderson <[Sanderson@vernon.ca](mailto:Sanderson@vernon.ca)>  
**Date:** March 22, 2021 at 10:10:38 AM PDT  
**To:** "Group (Mayor and Council)" <[Group\\_Mayor\\_and\\_Council@vernon.ca](mailto:Group_Mayor_and_Council@vernon.ca)>  
**Cc:** Will Pearce <[WPearce@vernon.ca](mailto:WPearce@vernon.ca)>, Patti Bridal <[PBridal@vernon.ca](mailto:PBridal@vernon.ca)>  
**Subject:** FW: Vernon Elks Lodge #45 Permission to speak to email and attachments provided

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**From:** Elaine Gallacher <[elaine.gallacher@etccconsulting.ca](mailto:elaine.gallacher@etccconsulting.ca)>  
**Sent:** Monday, March 22, 2021 9:17 AM  
**To:** Scott Anderson <[Sanderson@vernon.ca](mailto:Sanderson@vernon.ca)>  
**Subject:** Vernon Elks Lodge #45 Permission to speak to email and attachments provided

**\*\*\*Use Caution - External Email\*\*\***

Dear Scott;

Here is a statement of permission to share the following information at the COV Council Meeting.

Elaine Gallacher provides Scott Anderson; City of Vernon Councilor with permission to share the:

- Overview of communication between myself and the City of Vernon representatives.
- related emails and
- related attachments.

Other:

June 24, 2020 at the meeting with Victor Cumming; Mayor, Will Pearce; CAO, Brett Banding; COV Real Estate Manager, Maureen Sather; Secretary/Treasurer and Elaine Gallacher; etc. Consulting. A request for in-kind or financial contribution was discussed and was denied.

As a result, the Vernon Elks Lodge #45 may miss out on this rare opportunity, at know fault of their own.

--

Sincerely,  
**Elaine Gallacher; Grant Writer/Consultant**

**Suite #215 3704 27th Avenue Vernon B.C. V1T 1S6**

**Ph: (250) 558-4192 C: (250) 540-7476 Fax: (250) 275-1293**

**[Elaine.Gallacher@etcConsulting.ca](mailto:Elaine.Gallacher@etcConsulting.ca)**

**[www.etcConsulting.ca](http://www.etcConsulting.ca)**

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<etc signature Logo.jpg>

<mime-attachment>



THE CORPORATION OF THE CITY OF VERNON

**INTERNAL M E M O R A N D U M**

**TO:** Mayor & Council **FILE:** 0230-20-0000

**PC:** Patti Bridal, Deputy CAO **DATE:** March 17, 2021  
Debra Law, Finance Director

**FROM:** Will Pearce, CAO

**SUBJECT: ELKS REQUEST FOR SUPPORT**

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At the Regular Meeting of March 8, 2021, Council considered an email request for a financial donation or in-kind contribution from the City of Vernon to support a grant application by Vernon Elks Lodge #45 (Elks) submitted to Canadian Heritage (Attachment 11). In the email dated February 9, 2021, Ms. Gallacher, a consultant representing the Elks stated *"In speaking to Legacy (Canadian Heritage) representatives yesterday, they indicated that **any size** in-kind or financial donation will suffice."*

Council requested additional information (Attachment 12). Ms. Gallacher provided a response (Attachment 13).

Administration has emailed the grant program administrator (two times) requesting *"direction on what a suitable financial donation, or in-kind service, would be acceptable to Heritage Canada, which may enable you to consider favourably .... the Elks application"*. (Attachment 14).

In August 2019, it appears that Ms. Gallacher initiated the grant application process on behalf of the Elks (Attachment 1). Ms. Dovonou, a program officer with Heritage Canada, provided initial information on the grant program (Attachments 2 and 3). This information made no reference to a contribution by the local municipality towards the project which was the subject of the grant application.

On March 25, 2020, Ms. Gallacher contacted the Mayor (Attachment 4) requesting a letter of support, to the grant application be provided by March 27, 2020. The request did not mention that the City would need to commit to a financial contribution. Ms. Gallacher followed up on June 24, 2020 (Attachment 6).

On June 25, 2020, Administration emailed Ms. Dovonou to verify what the City would need to include in a letter of support. Administration also researched the Legacy Fund Application Guidelines (Attachment 7).

Ms. Dovonou was subsequently replaced by Ms. Lavergne who clarified the necessary commitments of the City in supporting the grant application (Attachment 8). The Mayor issued a letter of support October 19, 2020 (Attachment 9).

The City received no application from the Elks for discretionary grant in the October 2020 in-take (Attachment 15). The City did receive an application for \$10,000 to restructure the Friday night supper program, in the April 2020 in-take. The application was denied by Council. The April application did not apply to the Heritage Canada grant application.

In January 27, 2021, Heritage Canada advised the Elks that the Legacy Fund was not able to fund the proposed project (Attachment 10). This response noted "*Applications submitted by non-profit organizations must demonstrate tangible and meaningful support from the municipality*" and that "*information included in your application does not demonstrate that the municipality commits to provide a cash or in-kind contribution*".

There appears to be a discrepancy between the direction received from Heritage Canada (tangible and meaningful) and that received from Ms. Gallacher ("any size". Hence the direct request for information sent to Heritage Canada (Attachment 14).

#### **RECOMMENDATION:**

**THAT** Council receive the internal Memorandum titled "Elks Request for Support", dated March 17, 2021 and respectfully provided by the CAO, for information.

Respectfully submitted:



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Will Pearce, CAO

#### **Attachments:**

- Attachment 1 – email dated August 2, 2019 from Elaine Gallacher
- Attachment 2 – email Legacy fund eligibility
- Attachment 3 – email dated August 12, 2019 from BCAH/CDAP (PCH)
- Attachment 4 – email dated March 25, 2020 from Elaine Gallacher
- Attachment 5 – email to Will Pearce
- Attachment 6 – email dated June 25, 2020 from Brett Bandy
- Attachment 7 – Application Guidelines – Legacy Fund
- Attachment 8 – email dated July 2, 2020 from Elaine Gallacher
- Attachment 9 – letter of support dated October 19, 2020
- Attachment 10 – letter dated January 27, 2020 from Canadian Heritage
- Attachment 11 – email dated February 8, 2021 from Elaine Gallacher
- Attachment 12 – letter dated March 10, 2021 from Will Pearce
- Attachment 13 – letter dated March 15, 2021 from Elaine Gallacher
- Attachment 14 – email dated March 16, 2021 from Will Pearce
- Attachment 15 – email dated March 10, 2021 from Debra Law

819-953-3425

Attachment 1

-----Original Message-----

From: Elaine Gallacher <[elaine.gallacher@etcconsulting.ca](mailto:elaine.gallacher@etcconsulting.ca)>

Sent: Friday, August 2, 2019 1:56 PM

To: BCAH/DCAP (PCH) <[PCH.bcah-dcap.PCH@canada.ca](mailto:PCH.bcah-dcap.PCH@canada.ca)>

Subject: Budget form for the Legacy Grant and for the festival grant

Hi

I am writing to request a budget form for the legacy grant and for the festival building grant.

Thanks

-- Elaine Gallacher

O: (250) 558-4192

C: (250) 540-7476

EM: [elaine.gallacher@etcconsulting.ca](mailto:elaine.gallacher@etcconsulting.ca)

WP: [www.etcconsulting.ca](http://www.etcconsulting.ca)

F: (250)275-1293

--

**Sincerely,**  
**Elaine Gallacher; Grant Writer/Consultant**

<etc signature Logo.jpg>

**Suite #215 3704 27th Avenue Vernon B.C. V1T 1S6**

**Ph: (250) 558-4192 C: (250) 540-7476 Fax: (250) 275-1293**

**[Elaine.Gallacher@etcConsulting.ca](mailto:Elaine.Gallacher@etcConsulting.ca)**

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Legacy Fund component provides funding for community-initiated capital projects, intended for community use. Recipients may receive up to 50 per cent of eligible project expenses up to a maximum of \$500,000.

Attachment 2

Projects must be submitted before the anniversary date of the event or personality to be commemorated.

To be eligible for funding:

Eligible organizations must have been in existence for at least two years and plan to continue operating after the project's completion. They include:

- local incorporated non-profit organizations;
- local band councils, tribal councils or other local Aboriginal government and organizations (First Nations, Inuit or Métis);
- municipal administrations and their agencies, boards and commissions that demonstrate an active partnership with at least one community-based group for the purposes of the proposed project.

Also, as stated on our website:

Eligible projects includes community-initiated capital projects that:

- commemorate a significant local historical event or pay tribute to a significant local historical personality;
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th);
- involve the restoration, renovation, or transformation of existing buildings or exterior spaces with local community significance that are intended for community use;
- encourage arts and heritage activities in the local community that are intended for and accessible to the general public.

For your reference I have attached a link to the Legacy fund guidelines.

<https://www.canada.ca/en/canadian-heritage/services/funding/building-communities/legacy-fund/application-guidelines.html>

Could you please send us more information about your project and the anniversary date of the significant local historical event or the significant local historical personality you wish to commemorate? This would be useful to us in order to guide you properly.

Kind regards,

Gaëlle Mélissa Dovonou

Agente de programme / Program Officer

Direction générale de la participation des citoyens / Citizen Participation Branch

Développement des communautés par le biais des arts et du patrimoine

Building Communities through Arts and Heritage

Patrimoine canadien / Canadian Heritage

15, rue Eddy, 8e étage, bureau 001, Gatineau, Québec, K1A 0M5 /

Nouveau Courriel : [gaellemelissa.dovonou@canada.ca](mailto:gaellemelissa.dovonou@canada.ca) / Nouveau Tel:



etc. Consulting  
[www.etcconsulting.ca](http://www.etcconsulting.ca)  
P: 250 558 4192  
EM: [elaine.gallacher@etcconsulting.ca](mailto:elaine.gallacher@etcconsulting.ca)

Attachment 3

----- Forwarded Message -----

**Subject:**RE: Budget form for the Legacy Grant and for the festival grant  
**Date:**Mon, 12 Aug 2019 14:47:26 +0000  
**From:**BCAH/DCAP (PCH) <[PCH.bcah-dcap.PCH@canada.ca](mailto:PCH.bcah-dcap.PCH@canada.ca)>  
**To:**Elaine Gallacher <[elaine.gallacher@etcconsulting.ca](mailto:elaine.gallacher@etcconsulting.ca)>, BCAH/DCAP (PCH) <[PCH.bcah-dcap.PCH@canada.ca](mailto:PCH.bcah-dcap.PCH@canada.ca)>

Good morning,  
Please find attached the budget document in an excel format.  
Don't hesitate to contact us if you have any further questions.

Kind regards,

Gaëlle Mélissa Dovonou  
Agente de programme / Program Officer  
Direction générale de la participation des citoyens / Citizen Participation Branch  
Développement des communautés par le biais des arts et du patrimoine Building  
Communities through Arts and Heritage  
Patrimoine canadien / Canadian Heritage  
15, rue Eddy, 8e étage, bureau 001, Gatineau, Québec, K1A 0M5 / Nouveau Courriel :  
[gaellemelissa.dovonou@canada.ca](mailto:gaellemelissa.dovonou@canada.ca) / Nouveau Tel: 819-953-3425

-----Original Message-----

From: Elaine Gallacher <[elaine.gallacher@etcconsulting.ca](mailto:elaine.gallacher@etcconsulting.ca)> Sent: Wednesday, August 7, 2019 10:16 AM  
To: BCAH/DCAP (PCH) <[PCH.bcah-dcap.PCH@canada.ca](mailto:PCH.bcah-dcap.PCH@canada.ca)>  
Subject: Re: Budget form for the Legacy Grant and for the festival grant

The 100 year anniversary date of the Elks Lodge #45 Vernon BC is March 30 2020 I am attaching the charter with the founding date. The renovation project will feature a commemorative display of the 100 years.

Elaine Gallacher  
Sent from my iPhone

On Aug 7, 2019, at 6:02 AM, BCAH/DCAP (PCH) <[PCH.bcah-dcap.PCH@canada.ca](mailto:PCH.bcah-dcap.PCH@canada.ca)> wrote:

Good morning, Thank you for your interest in the Legacy Fund.

Please note, as per the Program guidelines:

Sincerely,

Elaine Gallacher

250 540 7476

Attachment 4

----- Forwarded Message -----

**Subject:**Regarding LOS Vernon Elks Lodge 100 Year Commemorative by Mar. 27, 2020

**Date:**Wed, 25 Mar 2020 21:30:11 -0700

**From:**Elaine Gallacher <[elaine.gallacher@etcconsulting.ca](mailto:elaine.gallacher@etcconsulting.ca)>

**To:**Mayor <[Mayor@vernon.ca](mailto:Mayor@vernon.ca)>

**CC:**Maureen Sather <[elks45@telus.net](mailto:elks45@telus.net)>

Dear Mr. Victor Cummings, Mayor;

The current environment (COVID-19) is challenging all of us and I want to thank you and your office for your continued service to our community during this time. I extend an apologize for the lateness of the request and should you provide a letter of support I included a draft copy of a letter for the sake of convenience. The letter is needed via email by March 27, 2020 for submission on March 30th.

Request: Letter of Support for the Vernon Elks #45 Community Hall Renovation Project to commemorate the '100 Years of Service' to our community

The Vernon Elks #45 Community Hall is applying for funding through the Heritage Canada Legacy Grant. The Vernon Elks Lodge #45 is celebrating its centennial in 2020 and is applying for funding toward the commemoration. This funding is available to organizations with milestone of 100 years or greater (25 year intervals) and it is imperative that we take advantage of this resource at this time as it won't be available to us again.

The project includes:

- renovation to the existing building to 1) update lighting 2) replace furnaces
- create more space for community use 1) rejuvenate upstairs and 2) create outdoor patio and 3)
- increase accessibility to 1) washrooms and 2) upper floor .
- commemorate 100 years of service 1) display cabinets for memorabilia and 2) 100 year mural project

If you have any question please contact me directly or contact Maureen Sather at 250 558 0876 or [elks45@telus.net](mailto:elks45@telus.net).

Thank you for your thoughtful consideration.

--

--

Sincerely,

Elaine Gallacher; Grant Writer/Consultant

<etc signature Logo.jpg>

To whom it may concern;

As the City of Vernon representative, I am pleased to provide this letter of support for the Protective Benevolent Order of Elks; Vernon Lodge #45 – Community Hall's grant application to Canadian Heritage Legacy Fund.

The Elks Lodge #45 – Community Hall, located in Vernon, BC is a social and recreational facility for community members operating since 1920 and has played an active role in the community since then. The Elks have a VISION, "to become the most progressive family focused organization in Canada, meeting community and member needs and expectations".

The Elks Lodge #45, Vernon is applying for this grant for the following: 1) Renovation to the existing building to update lighting and replace furnaces 2) Create more community use space by rejuvenating the upstairs and creating an outdoor patio 3) Increase accessibility to washrooms and the upper floor; and 4) to commemorate 100 years of service with display showcase for memorabilia and for the 100 year mural project.

It is urgent and imperative that this project is given the highest priority to be funded.

I am hoping that you will give favourable consideration to this grant application.  
Thanking you in advance.

Sincerely;

Hi Will;

I am wondering if you have had an opportunity to speak with Gaëlle regarding the letter of support requirement for the legacy application.

Sincerely,

Elaine Gallacher

**Sincerely,  
Elaine Gallacher; Grant Writer/Consultant**

<etc signature Logo.jpg>

**Suite #215 3704 27th Avenue Vernon B.C. V1T 1S6  
Ph: (250) 558-4192 C: (250) 540-7476 Fax: (250) 275-1293  
[Elaine.Gallacher@etcConsulting.ca](mailto:Elaine.Gallacher@etcConsulting.ca)  
[www.etcConsulting.ca](http://www.etcConsulting.ca)**

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On 6/24/2020 12:01 PM, Elaine Gallacher wrote:

Thank you for your time and input today. Here is the contact information for the Heritage Canada - Legacy Grant contact information to clarify the need for a letter of support from the City of Vernon for the project. I personally spoke with Gaëlle on two occasions, first time in 2019 and a follow up call in early 2020. The Vernon Elks Lodge #45 has applied for 50% of a renovation project in celebration of their Centennial.

Gaëlle Mélissa Dovonou  
Agente de programme / Program Officer  
Direction générale de la participation des citoyens / Citizen Participation Branch  
Développement des communautés par le biais des arts et du patrimoine Building  
Communities through Arts and Heritage  
Patrimoine canadien / Canadian Heritage  
15, rue Eddy, 8e étage, bureau 001, Gatineau, Québec, K1A 0M5 / Nouveau Courriel :  
[gaellemelissa.dovonou@canada.ca](mailto:gaellemelissa.dovonou@canada.ca) / Nouveau Tel: 819-953-3425

Sincerely,  
Elaine Gallacher

**Archived:** Thursday, June 25, 2020 10:31:20 AM

**From:** [Brett Bandy](#)

**Sent:** Thursday, June 25, 2020 9:28:26 AM

**Attachment 6**

**To:** [gaellemelissa.dovonou@canada.ca](mailto:gaellemelissa.dovonou@canada.ca)

**Cc:** [Will Pearce](#); [Mayor: Maria Doyle](#)

**Subject:** Canadian Heritage-Building Communities Legacy Fund - Vernon Elks Lodge

**Sensitivity:** Normal

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Madame Dovonou,

The City of Vernon has been contacted by the Vernon Elks Lodge to support a grant application to the subject Heritage Fund, in commemoration of their 100 year anniversary.

We have reviewed the Application Guidelines – Legacy Fund and want to confirm our understanding of the letter of support and the expectations of the City.

The Application Guidelines states the letter of support from the City will include, “endorsement over all others in your community of the capital project to commemorate this anniversary” and “the monetary value of the cash and/or in-kind support to this project”.

To confirm, the expectation from the City is, to support this application to the exclusion of any other grant applications; and for the City to provide cash and/or in-kind support.

Please confirm, or correct the City’s understanding of the letter of support required for the Vernon Elks Lodge grant application.

Thank you and take care,

**Brett Bandy**

City of Vernon | Real Estate Manager | 3400 30th Street Vernon, BC V1T 5E6 | t (250)550-3245 | c (250)260-0472

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MR. MAYOR - PLEASE SEE  
HIGHLIGHTED PORTIONS

# Application Guidelines - Legacy Fund

Attachment 7

[www.canada.ca](http://www.canada.ca)

15 mins read

## Building Communities through Arts and Heritage

**O**n this page:

### Objectives and expected results for the Building Communities through Arts and Heritage program

The Building Communities through Arts and Heritage program helps you celebrate your community, its past and its present. The Program increases opportunities for local artists, artisans, heritage performers or specialists and First Nations, Inuit and Métis cultural carriers to be involved in their community. It also allows local groups to commemorate their local history and heritage. The expected results of the program are as follows:

- citizens have the opportunity to get involved in their community through the arts and heritage;
- partners within the local community support the festivals and local commemorative projects;

- citizens have access to arts and local heritage; and
- artists, artisans, heritage performers or specialists and cultural carriers have the opportunity to get involved in their community.

## **Objectives and expected results for the Legacy Fund**

The Legacy Fund component supports community-initiated capital projects that restore, renovate or transform an existing building or exterior space (such as a statue, community hall, monument, garden or work of art) intended for community use. The expected results of the Legacy Fund component are as follows:

- more existing buildings or exterior spaces in local communities that are restored, renovated or transformed, and therefore available for community use; and
- citizens have the opportunity to get involved in the preservation of heritage in their community.

## **Application deadline**

There is no established deadline date to submit a funding application under Legacy Fund component, as applications are accepted on a continuous basis. However, you must submit your application no later than the date of the anniversary being celebrated. You are encouraged to submit your application at least 12 months prior to the proposed start date for your project (or six months prior for smaller projects with total costs of 200K or less).

## Who can apply

To be eligible for funding, your organization must have been in operation for at least two years, plan to continue operating after this project's completion, and be one of the following:

- a local non-profit incorporated organization; or
- a local band council, local tribal council, or other local Indigenous government (First Nations, Inuit or Métis) or equivalent organization; or
- a municipal administration or any of its agencies, boards or commissions that, for the purposes of your proposed commemoration project, demonstrate an active partnership with at least one community-based group.

In addition, all applicants, including the community-based groups that will partner with municipal governments, must:

- have a publicly stated objective that is linked to the local community; and
- encourage local community engagement through activities that promote, celebrate, and preserve local arts or local heritage.

For projects with multiple stakeholders, the applicant must be responsible for implementing the project, including managing the finances and taking legal responsibility.

The following groups or individuals **are not eligible**:

- ad hoc groups and organizations without legal incorporation;
- for-profit businesses;
- federal, provincial or territorial governments and their agencies, councils or commissions that are not connected to the municipal government, with the exception of band councils and equivalents, as provided above;



- educational institutions, including universities, colleges and school boards; public libraries, hospitals;
- groups with an exclusively provincial, territorial, national or international mandate;
- groups whose complete final reports for festivals, events, or projects previously funded by the Building Communities Through Arts and Heritage program have not been received by the Department; and
- individuals.

## Eligible projects

To be eligible for funding from the Legacy Fund, your project must be a community-initiated project that is intended to commemorate a significant local historical event or pay tribute to a significant local historical personality marking a 100th anniversary or greater, in increments of 25 years (e.g. 125th, 150th). The project must involve the restoration, renovation, or transformation of an existing building and/or exterior space intended for community use, such as, but not limited to:

- a community museum or theatre;
- a longhouse;
- a public garden or park for which over half the costs deemed reasonable by us are devoted to the arts and heritage elements (the legacy) of the anniversary; and
- a formerly religious building transferred to secular use.

Eligible projects also include the purchase, commissioning, restoration, and/or installation of objects that will transform an existing building and/or exterior space intended for community use, such as, but not limited to:

- a work of art;
- a monument;
- a sculpture; and

- a public mural.

The following projects **are not eligible**:

- buildings celebrated for their architectural history, unless they have played a significant role in the enhancement of community life;
- projects that forecast a deficit;
- projects that receive financial support under the Canada Cultural Spaces Fund or components of the Celebration and Commemoration Program of the Department of Canadian Heritage, including Celebrate Canada;
- projects commemorating Canada Day (July 1), National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24), or Canadian Multiculturalism Day (June 27);
- projects commemorating the national days, historical events, or personalities of other countries or projects taking place outside Canada;
- projects that are primarily intended for recreation or sport, unless celebrating a locally significant anniversary of a sport or recreational activity;
- projects that are of a religious, political, or commercial nature;
- projects on grave sites or cemeteries (including cenotaphs);
- public works projects such as the building or restoration of roads, wharfs, and sewers;
- construction of a new building; and
- historical building renovations that are not directly linked to the commemoration (e.g., buildings less than 100 years old).

If your project does not meet the Legacy Fund's requirements, please visit the Funding Opportunities section of our website for more funding options.

## Eligible expenses

Only project-related expenses, which can be of cash and in-kind value (see definition in the Glossary), are eligible. They must be directly linked to activities that encourage and promote community engagement and reflect the expected results of the Legacy Fund, through projects that commemorate a significant historical event or personality. Some examples include:

- costs related to the restoration, renovation, or transformation of a building and/or an exterior space, including demolition, excavation, materials, labour and specialized equipment;
- costs related to the commissioning and/or installation of statues, murals, works of art, and Indigenous gathering circles;
- acquisition of land, buildings, or significant objects;
- costs associated with the unveiling/launch of the commemorative project of up to 10 percent of total eligible project costs to a maximum of \$10,000;
- the commissioning of planning and design studies for the project (e.g., architectural drawings, engineering studies, environmental assessments, heritage reports);
- costs incurred in conducting project financial audits for requests over \$250,000;
- costs of recruiting, training, and supporting local volunteers who are directly involved in the transformation of a building/exterior space;
- project contingency of up to 10 percent of cash expenses directed towards planning, acquisition, construction, or material costs of the project;
- cost of insurance for eligible activities; and
- HST, PST, GST: only the portion of the applicable tax that is not reimbursable by the federal government through its tax credit program is eligible.

The following expenses **are not eligible**:

- costs related to routine maintenance;
- operating expenses of your organization (e.g., salaries, business travel expenses, office equipment and furniture, vehicles);
- purchase, commission, or restoration of religious art or artifacts currently used or projected for use in the practice of religious rites or ceremonies;
- archaeological digs;
- costs related to public works infrastructures such as building/restoration of roads, wharfs, or sewers;
- restoration of cemeteries or grave sites (including cenotaphs); and
- purchase, commission, or restoration of items that are intended for sale.

We cannot fund expenses incurred before we receive your application. If you incur expenses for your project before receiving written confirmation of your funding approval, you will be doing so at your own risk.

## **Eligibility**

We are responsible for determining the eligibility of each applicant, its project and project-related expenses.

The Legacy Fund is highly competitive. Requests for funding typically exceed our available resources. If your organization is eligible, submitting an application does not guarantee funding.

## **Limits of government assistance**

To ensure the success of your project, we encourage you to have other funding sources. This may include contributions from your organization, the private sector or other levels of government.

The total financial assistance received from the Legacy Fund and other levels of government (federal, provincial, territorial and municipal) cannot exceed 100% of your total project-related costs.

We can fund up to 50% of your project's total eligible expenses. Grants may be awarded in a single fiscal year, up to a maximum of \$50,000.00 per project. Contributions may be awarded up to a maximum of \$500,000.00 per project, regardless of the number of fiscal years.

We will accept only one project per community commemorating a single person or event through the Legacy Fund. If we receive more than one such application, we will inform you and you will be required to contact the municipal administration or equivalent authority to determine which project will be submitted.

## **Applying for projects that are more than 12 months**

You may request funding for a project spanning more than 12 months. You must then show that there is a need for a multi-year commitment and that you have the capacity to complete the project. This is demonstrated with a realistic project timeline and budget projections as well as sound governance.

## How to apply

Read these Application Guidelines in their entirety and contact a Legacy Fund officer before completing your application.

You must meet all eligibility requirements and submit a complete application package to be considered for funding. A complete application package is comprised of the General [Application Form](#) (PDF, 351 KB) and the documents identified on the last page of the general application form, which includes the following items that are required to determine the applicant and project eligibility:

- the Application Form (signatures required);
- the Legacy Fund Budget;
- a proof of the anniversary date;
- a copy of your organization's letters patent and/or documents of incorporation;
- a copy or weblink of your organization's by-laws;
- a copy of your organization's two most recent financial statements (audited if available); and
- documentation of ownership or long-term facility lease (minimum ten years) or operational agreements between the organization and the facility owner.

If you are a local non-profit incorporated organization:

- a letter of support from the municipal administration or equivalent authority that includes:
  - endorsement over all others in your community of the capital project to commemorate this anniversary; and
  - the monetary value of the cash and/or in-kind support to this project, presented separately.

If you are a municipality:

- a letter of support from your local partner group in which it describes its role in the project, and how the completed project supports its mandate. The partner group must also demonstrate that its members will:
  - have a meaningful degree of decision-making authority from conception to execution of the project; and
  - be primarily or jointly responsible for the operations, programming or maintenance of the completed project (where relevant).

If the project will have ongoing activities after its completion, please include any signed agreements between the two parties.

## Application process

- Complete, sign and date the [Application Form](#) (PDF, 351 KB);
- Attach all the required supporting documents; and
- Submit your application in only **one format**.

### Mail or in-person submissions

You can mail, courier or hand-deliver your complete application package to the [nearest office of the Department of Canadian Heritage](#).

### Email submissions

We encourage you to submit your application package electronically to the following email address: [PCII.bcah-dcap.PCH@canada.ca](mailto:PCII.bcah-dcap.PCH@canada.ca).

Please [contact us](#) if you wish to submit your application package by fax.

## **How applications are evaluated**

We fund projects that have clear objectives and measurable results. Your application will be evaluated based on the evaluation criteria below by a review committee who will compare it with other applications and prioritize it in relation to the funds available.

Failure to comply with any conditions of a previously funded project will be considered in the evaluation of your new application and could result in a rejection of your new application.

## **Evaluation criteria**

The following factors will be considered:

How does your project engage the local community?

- Volunteers directly involved in the project;
- Community partners that provide cash or in-kind support to the project;
- Visibility of the project, during and after its completion; and
- Accessibility of the finished project for the community and visitors.

In what way are the arts and heritage featured during the anniversary commemoration activities and to what extent will your project make local arts and heritage better known in the community?

- The impact which the event or person had on the community (relevance of the anniversary);
- Elements of the project that are directly linked to the event or person(s) being celebrated;
- Engagement of local artists, artisans and specialists and/or cultural carriers during the project;
- Future arts and/or heritage activities planned for the project site; and



- The impact the project will have on community awareness of the person or event being celebrated.

To what extent does your organization have the ability to successfully carry out the project as proposed?

- Your ability to carry out the project on a reasonable and balanced budget (without surplus or deficit).

## **Application processing time**

Please refer to the Service standards for Canadian Heritage funding programs or contact the Program.

We will acknowledge receipt of your application within two weeks of receiving it. If you do not receive an acknowledgement of receipt within this time, please contact us.

## **Funding decisions**

We determine funding amounts based on your financial need. Please note that decisions regarding eligibility and funding amounts are final.

## **How funding is provided**

We will determine if funding will be disbursed as a grant or as a contribution.

A grant is a payment issued to a recipient for a project. The conditions you agreed to at the time of application will apply. At the end of your project, you may be required to submit a report and/or participate in the evaluation of results.

A contribution is a conditional payment issued to your organization for a specific purpose, as outlined in a funding agreement. The

agreement is signed by your organization and by us and specifies the terms and conditions to receive payment. At the end of your project, you must submit a final report.

## **Funding conditions**

You may be required to submit interim reports during your project. If you receive \$250,000 or more as a contribution, you are required to submit an audited financial report. Additional conditions may apply and, if applicable, will be included in your funding agreement.

## **Official languages requirements**

We are committed to taking positive measures to enhance the vitality of official-language minority communities and to promote the use of English and French in Canadian society. If you receive funding, you agree to comply with the official languages requirements set out in your application and in your funding agreement.

## **Diversity and inclusion**

It is expected that all activities undertaken as part of funded projects will take into consideration the needs of diverse Canadians, including but not limited to Indigenous Peoples, Canadians of various faiths, cultures, ethnicities, abilities, sexual orientations and gender identities.

## **Acknowledgement of financial assistance**

If you receive funding, you must publicly acknowledge - in English and in French - the financial support received from the Government of Canada in all communications materials and promotional activities. Additional requirements may be included in your funding agreement.

For additional information, please refer to our [Guide on the public acknowledgement of financial support](#).

## **Impact Assessment Act**

If you receive funding, your project may be subject to the provisions of the [Impact Assessment Act](#). If your activities are to be carried out on federal lands, we will contact you for additional information prior to the start of your project.

## **Preservation of Historic Places in Canada**

If your project includes the restoration and/or renovation of a historic place recognized by a municipal, provincial or territorial government and/or is listed with the Canadian Register of Historic Places, we will seek assurance of adherence to the Standards and Guidelines for Conservation of Historic Places in Canada, available at [www.historicplaces.ca](http://www.historicplaces.ca), and that provincial, territorial and/or municipal regulations and laws protecting heritage value will be respected.

## **Access to information requests**

We are subject to the [Access to Information Act](#) and the [Privacy Act](#). The information you submit in your application may be disclosed in accordance with these acts.

## **Disclosure of information**

By submitting your funding application, you authorize us to disclose any information submitted with this application within the Government of Canada or to outside entities for the following purposes:

- to reach a decision;
- to evaluate the results of the project; and
- to support transparency, accountability and citizen engagement.

## **Audits of recipients and evaluation of the Program**

We reserve the right to audit your accounts and records to ensure compliance with the terms and conditions of your funding agreement. We also conduct periodic program evaluations, during which you may be required to present documentation.

You must keep any records, documents, or other information that may be required to perform the audit or the evaluation for five years. Demonstrated failure to maintain such records may result in the repayment of amounts previously received.

## **Contact us**

For further information, please contact us.

Department of Canadian Heritage  
Building Communities through Arts and Heritage  
15 Eddy Street  
Gatineau, Quebec  
K1A 0M5

### **Email**

[PCH.bcah-dcap.PCH@canada.ca](mailto:PCH.bcah-dcap.PCH@canada.ca)

### **Telephone**

819-997-0055

1-866-811-0055 (toll free)

### **TTY**

1-888-997-3123 (for people who are deaf, hard of hearing or speech-impaired).

Agents are available to answer your questions Monday to Friday from 8:30 to 5:00 (ET).

## **Glossary**

### **Artisan**

An individual who makes crafts using glass, wood, stone, textiles and leather, etc. according to ancestral traditions.

### **Artist**

An individual who practices an artistic discipline (i.e., music, dance or theatre) or one of the applied arts.

### **Audited financial report**

An audited financial report includes a statement of operations for the given period with regard to the Project and is prepared by a certified accountant who is not part of your organization.

### **Audited financial statements**

A complete set of financial statements including a statement of financial position; a statement of operations; and a statement of changes in financial position. Audited financial statements are completed by a certified accountant who is not part of your organization. The certified accountant performs auditing activities in accordance with generally accepted accounting principles.

### **Business plan**

A written document that describes your organization's current status and plans for two to five years. It identifies future opportunities and includes the financial, operational and marketing strategies to achieve your goals.

### **Cash flow**

A presentation of all anticipated revenues and planned expenses that will occur over the length of your project. At the beginning of your project, your cash flow will have only forecasted

revenues and expenses. Over time, your cash flow will be updated to reflect the actual revenues and expenses.

#### Community

People who live in and share the same geographical area, which is smaller than a province or a territory.

#### Community engagement

Community engagement represents the collaboration of members of a community regarding a common cause.

#### Cultural carriers

Cultural Carriers are individuals whose role within First Nations, Inuit and Métis communities supports the preservation, retention, maintenance, and knowledge production/transfer of specific Indigenous worldviews, cultural practices and traditions through art and creative practice. This may include Elders, knowledge keepers, traditional educators and language holders.

#### Ethnocultural communities

A group of people whose members identify with each other, through a common heritage. For the purpose of this definition, ethnocultural communities include Canadians of diverse culture such as, but not limited to African, Arab, Asian, Latin American or mixed heritage.

#### Final financial report

A final financial report includes, as separate items, the budget as well as all of the revenues realized and expenditures incurred for the given period with regard to the Project being funded.

#### Final report

A final report is submitted at the end of your project based on the requirements in the funding agreement. Your final report needs to provide the results of the activities you have undertaken for the duration of your project and include a final report of actual revenues and expenses.

#### Financial statements

A complete set of financial statements, including a statement of financial position; a statement of operations; and a statement of changes in financial position. Financial statements may be audited or unaudited.

## Heritage

Comprises activities related to tangible or intangible attributes related to history for the purpose of this program. Examples: artifacts, art objects, archives, stories, songs, legends, traditions, historical sites and events, but not restricted to them.

## Indigenous communities

Indigenous communities include First Nations, Métis and Inuit communities.

## In-kind contribution (in-kind support)

In-kind support is considered to be a real contribution to the total planned expenses, but is not reimbursable. Donated goods or services may be eligible if they:

- are essential to the project's success;
- are eligible expenses and would otherwise be purchased by the recipient;
- are assessed at fair market value (in relation to the purchase of similar materials and services); and
- are recorded in the budget at fair market value such that total in-kind expenses equal total in-kind revenue.

## Interim reports

Interim reports are submitted during your project based on the requirements in the funding agreement. Your interim report will provide the results of the activities you have undertaken for a specific period, a report on the status of work to be accomplished and include updated revenue and expense reports.

## Local

Pertaining to a geographic area that is smaller than a province or territory, with a population characterized by a common culture, economic activity, heritage, etc.; and by extension:

- **local artist or artisan or cultural carrier:** an artist or artisan or cultural carrier born in, residing in,

or having a significant connection to the geographic community identified by the applicant;

- **local historical event:** an occurrence in the past that contributed to shaping the geographic community identified by the applicant;
- **local group or organization:** a group or organization that, through either its mandate, objectives or activities, clearly engages the geographic community in which it operates;
- **local heritage:** historical events or personalities directly linked to the history of the geographic community identified by the applicant; and
- **local historical personality:** a person who was born in, resided in, or had a significant connection to the geographic community identified by the applicant.

#### Official-language minority communities

Official-language minority communities are the Francophone communities located outside of Quebec and the Anglophone communities located in Quebec.

#### Participation

The members of a community taking part in activities such as festivals, events or projects. This participation can take various forms including donations of time, money, goods, services, etc.

#### Volunteer

An individual working on behalf of others without receiving financial or material gain.





**Archived:** Thursday, July 2, 2020 8:58:37 AM

**From:** Elaine Gallacher

**Sent:** Wednesday, July 1, 2020 11:28:05 AM

**To:** Will Pearce

Attachment 8

**Cc:** Maureen Sather; Mayor; Brett Bandy; Maria Doyle

**Subject:** Re: Contact information for Legacy Grant need for LOS re: Vernon Elks lodge

**Sensitivity:** Normal

---

Thank Will,

I appreciate the response. We had outlined a minimal in-kind contribution from the city in our original request for a letter of support (Mar. 2020). I will follow up with the Mayor regarding this detail.

Sincerely,

Elaine

PS Happy Canada Day!!

On 7/1/2020 11:24 AM, Will Pearce wrote:

Good morning Elaine.

We received a response from Ms. Melanie Lavergne on Monday. Melanie has apparently replaced Gaelle.

Melanie states, among other things, "the municipal Administration "must" also provide financial support to the project ...the letter should indicate the amount of financial support and whether it is cash or in-kind contribution"

The Administration (and the Mayor) can not make a financial commitment on behalf of the City without an approval by resolution of Council.

If the Mayor wishes he can provide the broad letter of support for the excellent work and history of the Elks. But he can not speak to a financial commitment. This may or may not be sufficient for the Legacy grant administrators.

COVID has had a significant impact on City revenues placing the City in a very challenging financial situation. The City has seen a dramatic drop in Recreation facility revenues (pool and rinks), youth and adult programming, parking revenues, parks revenues, etc. Unfortunately this places Council in a position of needing to be very frugal for the year ahead and needing to focus on core services of the City.

I have cc'd the Mayor on this email. He will be back in the office on Monday.

Will

Sent from my iPhone

On Jul 1, 2020, at 10:57 AM, Elaine Gallacher <[elaine.gallacher@etcconsulting.ca](mailto:elaine.gallacher@etcconsulting.ca)> wrote:



Attachment 9

THE CORPORATION OF THE CITY OF VERNON

3400 - 30TH STREET VERNON, BRITISH COLUMBIA V1T 5E6  
TELEPHONE (250) 545-1361 FAX (250) 545-4048

File: 0230-20 (Elks)

OFFICE OF THE MAYOR

October 19, 2020

Benevolent Protective Order of Elks of Canada  
Vernon No. 45  
3103 - 30<sup>th</sup> Street  
Vernon, BC V1T 5E3

To Whom it May Concern:

It is my honor, as Mayor of Vernon, to have this opportunity to express my sincere appreciation to the Vernon Elks Lodge #45 for their remarkable commitment to their members and the community over the past 100 years.

The Elks Lodge #45 – Community Hall, located in Vernon, BC is a social and recreational facility for community members that has been operating since 1920. The Elks have played an active and positive role in our community for 100 years.

I understand the Elks Lodge #45 is applying for a grant through the Canadian Heritage Legacy Fund to assist them in renovations to the hall and to commemorate 100 years of service. I am hoping that their application will be given favorable consideration.

Sincerely,

Victor I. Cumming  
Mayor



Canadian  
Heritage

Patrimoine  
canadien

Attachment 10

January 27, 2021

Ms. Maureen Sather  
Secretary / Treasurer  
Vernon Lodge No. 45 of the Benevolent &  
Protective Order of Elks of Canada  
3103 30<sup>th</sup> Street  
Vernon, British Columbia  
V1T 5E3

Dear Ms. Sather,

Your request for financial assistance under the Legacy Fund Component of the Building Communities through Arts and Heritage program for the “Centennial Community Hall Project – Renovate. Rejuvenate. Revitalize.” has been considered by the Department of Canadian Heritage.

I regret to inform you that, following a review of your application for funding, we are not able to fund your project. Applications submitted by non-profit organizations must demonstrate tangible and meaningful support from the municipality. The level of support provided by the Corporation of the City of Vernon was deemed insufficient to meet this criterion, since the information included in your application does not demonstrate that the municipality commits to provide a cash or in-kind contribution to support the project.

Should you wish to discuss this further, please contact Nicole Cl  roux, Program Officer, by telephone at 819-953-3436 or by e-mail at [nicole.cleroux@canada.ca](mailto:nicole.cleroux@canada.ca).

Although we are unable to contribute to your project, we do wish you every success in your future endeavours.

Sincerely,

*Debbie Vanderburgh*

Debbie Vanderburgh  
A/Director  
Community Engagement Directorate

c.c. Nicole Cl  roux, Program Officer

Canada

Vanderbur  
gh, Debbie

Digitally signed by  
Vanderburgh, Debbie  
Date: 2021.01.27  
18:36:29 -06'00'



**From:** Elaine Gallacher <elaine.gallacher@etccconsulting.ca>  
**Sent:** Tuesday, February 9, 2021 11:43 AM  
**To:** Mayor  
**Cc:** Will Pearce; Security Alert; Maureen Sather  
**Subject:** URGENT TIME SENSITIVE MATTER Request Vernon Elks Lodge #45  
**Attachments:** Decision Letter\_Vernon\_signed-1.pdf

## Use Caution - External Email

Dear City of Vernon Mayor, Council Member & Administrator;

This matter is urgent and time sensitive and your immediate attention is appreciated. I am attaching the Letter The Vernon Elks 45 received from Heritage Canada regarding the application submitted in March of 2020 for the Legacy Fund - Centennial project. During a conference call Feb.8th, 2021 with legacy representatives, they agreed to grant us one more opportunity to appeal to the City of Vernon representatives and request any size in-kind donation and/or a financial contribution toward the Centennial Renovation/Retrofit project. The Vernon Lodge #45 expanded space is to preserve our heritage by showcasing memorabilia, and noting milestones throughout the 100 year history of this non-profit organization. The renovation/retrofit project will also create a space accessible to the community and provide an opportunity for vernonites and visitors to learn about the Vernon Elks history.

In speaking to Legacy representatives yesterday they indicated that **any size** in-kind or financial donation will suffice, however it must be specific to the renovation portion of the project. This will meet Legacy's criteria and open the door for them to reconsider their decision.

I am writing to see if the conflict of interest issue stated previously, may have been resolved with the sale of the property surrounding the Lodge to RDNO and if not if there are other viable options that do not compromise The City of Vernon yet allow you to support of this rare opportunity for the Vernon Elks. (Legacy applications can apply 1 time upon their 100 years of service to a community).

Here are a few options to consider or if you have other suggestion we are open to recommendations.

Considerations:

- Coldstream and Spallumcheen are using a portion of their Re-Start/ or Start up grant toward supporting a couple non profits in their communities. A consideration would be for the City of Vernon to provide funding to the Vernon Elks45 - Centennial renovation/retrofit Project. NOTE:(which also addresses the challenge of expanding service space for the community that meets the need and is in keeping with the health restrictions due to COVID)
- The Elks Lodge BOD would provide a letter of commitment - stating that any capital equipment i.e. elevator, furnace(s), purchased through the Legacy Grant &/or Start Up Grant (City of Vernon) that should the building be sold and the capital equipment not be of use to purchaser that previous to sale it will be distributed thorough out the local community to non profits either by donation or by arranged sale.

Project overview:



## THE CORPORATION OF THE CITY OF VERNON

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Attachment 12

File: 0230-20 (Elks)

Via email: [elaine.gallacher@etccconsulting.ca](mailto:elaine.gallacher@etccconsulting.ca)

March 10, 2021

Benevolent Protective Order of Elks of Canada  
Vernon No. 45  
3103 – 30<sup>th</sup> Street  
Vernon, BC V1T 5E3

Dear Ms. Gallacher:

At their Regular meeting held March 8, 2021, Council considered your email dated February 9, 2021, regarding a request for the Vernon Elks Lodge No. 45, and passed the following resolution:

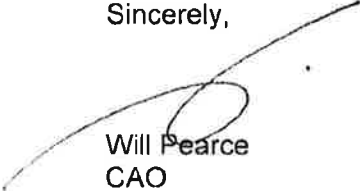
**"THAT** Council directs Administration to contact the Vernon Elks Lodge No. 45 and request a listing of the items they require for their building, as well as the value of the grant they are seeking and bring this information forward to the March 22, 2021 Regular Meeting of Council for consideration.

**CARRIED".**

Council kindly requests this information by March 15, 2021 so that they may consider your request at their next meeting scheduled on March 22, 2021.

Kindly consider the requests of Council and respond directly to me. Should you have any questions, please email ([wpearce@vernon.ca](mailto:wpearce@vernon.ca)).

Sincerely,



Will Pearce  
CAO

Copy: Mayor & Council



**BENEVOLENT PROTECTIVE ORDER OF ELKS OF CANADA  
VERNON NO. 45**

March 15, 2021

**Attachment 13**

Dear Mr. Pearce; City of Vernon CAO,

In response to the letter received March 10, 2021, I am providing the information as requested on behalf of the Vernon Elks Lodge #45.

The following is a list of items included in the Vernon Elks #45 Lodge toward the renovation project component of the funding request. The application was submitted to the Canada Heritage Legacy Fund – Building Communities through Arts and Heritage.

- Replace two 30 year old furnaces
- Renovate washrooms, (to meet accessibility standards)
- Install an elevator (to meet accessibility standards)
- Paint ceiling and walls
- Replace existing flooring

The amount of the request to Canada Heritage Legacy Fund – Building Communities through Arts and Heritage is \$98,292.00.

Sincerely,

Elaine Gallacher  
Copy: President & Secretary Treasurer

---

**From:** Maria Doyle  
**Sent:** Tuesday, March 16, 2021 2:32 PM  
**To:** 'nicole.cleroux@canada.ca'  
**Cc:** Will Pearce  
**Subject:** Time Sensitive: Vernon Lodge No. 45 of the Benevolent & Protective Order of Elks of Canada

**Importance:** High

Good day Nicole

We are contacting you again with a bit of urgency on this issue. This matter will be on Council's agenda for discussion next week.

We respectfully ask for your quick response to the email below.

Thank you.

---

**From:** Maria Doyle  
**Sent:** Monday, March 15, 2021 2:06 PM  
**To:** 'nicole.cleroux@canada.ca' <nicole.cleroux@canada.ca>  
**Cc:** Will Pearce <WPearce@vernon.ca>  
**Subject:** Vernon Lodge No. 45 of the Benevolent & Protective Order of Elks of Canada  
**Importance:** High

Dear Ms. Cleroux:

Like many municipalities in Canada, COVID-19 has had a considerable impact on the City of Vernon. As such, the City had only minimal BUDGET flexibility, particularly for non-budgeted items. We have been advised by Ms. Elaine Gallacher, representing the Elks that "*Legacy Representatives yesterday indicated that any size in-kind or financial donation was sufficient*".

The City of Vernon had previously submitted a letter of support recognizing the 100 years of service to the community and their members. The Elks have a valued operation.

We do need and respectfully request your direction on what a suitable financial donation, or in-kind service, would be acceptable to Heritage Canada, which may enable you to consider favorably on the Elks application.

We would sincerely appreciate your response at your earliest convenience.

Thank you.

Will Pearce  
CAO

**From:** Debra Law  
**Sent:** Wednesday, March 10, 2021 3:20 PM  
**To:** Will Pearce  
**Cc:** Maria Doyle  
**Subject:** RE: Grants-in-aid

Hi Will,

Here's the information by year.

2017 - October intake - request for \$8,209, approved for \$2,500 to assist with the purchase of a counter top convection steamer for their kitchen.

2018 - April intake - request of \$6,614 for the purchase of a counter top convection steam for their kitchen - denied (see 2017).

2018 - October intake - all discretionary grant monies spent during April intake due to election October 2018.

2019 - April intake - request \$10,000 to fund 1st Annual Ribfest on July 5-7, 2019 - denied.

2019 - October intake - request \$10,000 to purchase a new piece of kitchen equipment (meat slicer and replacement tables) - denied.

2020 - April intake - request \$10,000 to restructure Friday night supper program to include contact free pickup and delivery option (8 months), packaging and delivery and utilities - denied.

2020 - October intake - no application for discretionary grant received.

Debra

Debra Law, CPA, CMA, PMP

Director, Financial Services

City Hall, 3400 30 Street, Vernon, BC V1T 5E6 Office 250.550.3550 | Cell 250.306-5863 | [www.vernon.ca](http://www.vernon.ca)

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-----Original Message-----

**From:** Will Pearce  
**Sent:** Wednesday, March 10, 2021 2:53 PM  
**To:** Debra Law <DLaw@vernon.ca>  
**Cc:** Maria Doyle <MDoyle@vernon.ca>  
**Subject:** Re: Grants-in-aid

Thank you Deb. Please look at the years 2018-2020. inclusive.

W

Sent from my iPhone

> On Mar 10, 2021, at 2:43 PM, Debra Law <DLaw@vernon.ca> wrote:



>  
> Hi Will  
> I can see that we gave them a discretionary grant in December 2017 for \$2,500 "to assist with the purchase of a counter top convection steamer for their kitchen".  
> It will take a bit more time to see if they applied for and were denied a grant in the recent past.  
> Debra  
>  
> Debra Law, CPA, CMA, PMP  
> Director, Financial Services  
> City Hall, 3400 30 Street, Vernon, BC V1T 5E6 Office 250.550.3550 |  
> Cell 250.306-5863 | [www.vernon.ca](http://www.vernon.ca)  
>  
>  
>  
> This transmission (including any attachments) may contain confidential information, privileged material (including material protected by the FOI act or other applicable privileges), or constitute non-public information. Any use of this information by anyone other than the intended recipient is prohibited. If you have received this transmission in error, please immediately reply to the sender and delete this information from your system. Use, dissemination, distribution, or reproduction of this transmission by unintended recipients is not authorized and may be unlawful.  
>  
> -----Original Message-----  
> From: Will Pearce  
> Sent: Wednesday, March 10, 2021 2:36 PM  
> To: Debra Law <[DLaw@vernon.ca](mailto:DLaw@vernon.ca)>  
> Cc: Maria Doyle <[MDoyle@vernon.ca](mailto:MDoyle@vernon.ca)>  
> Subject: Grants-in-aid  
>  
> Deb, the Mayor needs to know if the Elks have made application to Grants-in-aid.  
>  
> I know Council approved a modest grant a few years back.  
>  
> We need this by 3:30. Important.  
>  
> W  
>  
> Sent from my iPhone  
> City of Vernon Disclaimer: This transmission (including any attachments) may contain confidential information, privileged material (including material protected by the FOI act or other applicable privileges), or constitute non-public information. Any use of this information by anyone other than the intended recipient is prohibited. If you have received this transmission in error, please immediately reply to the sender and delete this information from your system. Use, dissemination, distribution, or reproduction of this transmission by unintended recipients is not authorized and may be unlawful.  
>