



## HERITAGE ADVISORY COMMITTEE

Wednesday, September 6, 2017 at 7:00pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue, Langley, BC

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### A G E N D A

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#### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

##### **1. Heritage Advisory Committee September 6, 2017**

Recommendation that the Heritage Advisory Committee approve the agenda and receive the agenda items of the September 6, 2017 meeting.

#### **B. ADOPTION OF MINUTES**

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##### **1. Heritage Advisory Committee June 7, 2017**

Recommendation that the Heritage Advisory Committee adopt the Minutes of the June 7, 2017 meeting

#### **C. DELEGATIONS AND PRESENTATIONS**

#### **D. REPORTS**

##### **1. Co-Chairs' Reports**

##### **2. Heritage Planner's Report (E. Horricks)**

##### **3. Museum Manager's Report (J. Chenatte)**

##### **4. Heritage Review Panel (T. Annandale)**

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##### **5. Douglas Day 2016 Planning Committee Report (A. Johnson)**

##### **6. Museum Advisory Group Report (F. Pepin)**

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**E. CORRESPONDENCE**

**F. 2017 WORK PROGRAM**

1. **Our Shared History: Historic Context Statement and Thematic Framework Update**

**G. COUNCIL REFERRALS**

**H. OTHER BUSINESS AND ITEMS FOR INFORMATION**

- 14-28      1. **Community Gaming Grants for Capital Projects**

Deadline: September 30, 2017

- 29-30      2. **Bill C-323 Update from the National Trust for Canada**

3. **Heritage Week: “Heritage Stands the Test of Time”, February 19, 2018**

**N. NEXT MEETING**

**Date:** Wednesday, October 4, 2017  
**Location:** Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue  
**Time:** 7:00pm

**O. TERMINATE**



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## HERITAGE ADVISORY COMMITTEE

Wednesday, June 7, 2017 at 7:00pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue, Langley, BC

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### MINUTES

#### **Present:**

Councillor Bob Long, Council Co-Chair  
Tom Annandale, Community Co-Chair

Chris Boughen, Adam Cappon, Gloria Doubleday, Alice Johnson, Lori McPhee-Brown, Wesley Mufford, Fred Pepin, and Harold Whittell

#### **Staff:**

Jeff Chenatte, Acting Cultural Services Manager  
Elaine Horricks, Heritage Planner  
Kim Stepto, Recording Secretary

#### **Guest:**

Donald Luxton, Donald Luxton and Associates

### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

#### **1. Heritage Advisory Committee June 7, 2017**

Moved by G. Doubleday,  
Seconded by A. Johnson,  
That the Heritage Advisory Committee approve the agenda and receive the agenda items of the June 7, 2017 meeting, as amended.  
**CARRIED**

**Clerk's Note:** Item H.3, Coghlan Hall, was added to the agenda.

### **B. ADOPTION OF MINUTES**

#### **1. Heritage Advisory Committee May 3, 2017**

Moved by G. Doubleday,  
Seconded by H. Whittell,  
That the Heritage Advisory Committee adopt the Minutes of the May 3, 2017 meeting  
**CARRIED**

## **C. DELEGATIONS AND PRESENTATIONS**

### **1. Draft Historic Context Statement and Thematic Framework**

D. Luxton presented an update to the Committee on the status of the draft Historic Context Statement and Thematic Framework. He noted that the document is not a written history, but rather an analytical tool that will promote an improved understanding of the sites on the Community Heritage Register while assisting with future heritage site assessments. He noted that the Task Force, which has broad representation across community interests, combined with the community workshops and open house that have taken place, have provided invaluable input in formulating the project. The final documentation for the project will be comprised of two documents: a short Summary Document for quick reference, as well as a lengthier more comprehensive detailed Background Document. Final stages for the project include addressing recommended revisions to the draft, and assessing the sites on the Community Heritage Register to see where they fall within the thematic framework. Once this has been completed, potential gaps in the Register will be assessed. He added that sites that no longer exist materially today might also be included in the document as commemorated, celebrated or interpreted sites.

D. Luxton reviewed the draft document, comprised of a ten-chapter historic context statement and five themed framework with forty sub-themes, with the committee. He noted that it is a “living” document in that it can be built out further when new information on aspects of Langley’s past become evident.

Staff noted that next steps in the process include addressing final input from the Task Force and a presentation to Council, after which the documents will be made available online. Discussion regarding the educational possibilities for this document will also be explored in the fall.

The Committee expressed appreciation for D. Luxton’s presentation, and by unanimous consent recommended that the completed draft be forwarded to Council for endorsement.

## **D. REPORTS**

### **1. Co-Chairs’ Reports**

Councillor Long and T. Annandale reported that they attended the 2017 Heritage BC Conference in Victoria in May. They commented that it was an excellent conference with the theme, “Imagining Futures”. Photos and a video from the conference were shared with the Committee. They added that Dr. Lorna Williams, Associate Professor Emeritus, Indigenous Education, from the University of Victoria provided an excellent keynote address.

### **2. Heritage Planner’s Report**

E. Horricks reported the following:

- Council approved the motion regarding installing Pioneer Markers for Larmon and Holding on 224 Street, and replacing the missing markers on

### C. DELEGATIONS AND PRESENTATIONS

Wilson-Townline and Johnstone-Townline Roads. The markers will be installed in the months ahead.

- Work has begun on the restoration of the Murrayville Cenotaph, which is anticipated to be completed early this summer.
- The Loucks Residence will be home to some filming activity over the summer months. The production crew is undertaking a process of what is referred to as “dressing down” the residence on a temporary basis. On completion of the filming, the residence will be restored to its current condition and colour scheme. The Loucks heritage site has been the top income earner for Metro Vancouver Parks for three of the past four years.
- The site plaques for the new Sugar Maple trees in Fort Langley are currently being cast and will be installed during the summer.
- In response to a request arising at the last meeting pertaining to the Patricia Lutheran Churchyard Cemetery, staff followed up with the project manager for the highway-widening project on 264 Street between 0 Avenue and 8 Avenue, to determine what steps were being taken with respect to the graves at this historic location. The following was provided by the Ministry of Transportation and Infrastructure (MoTI) for the Committee’s information:
  - As part of the planning for the road widening, Geoscans were taken of the original Patricia Lutheran Churchyard that confirmed three potential grave locations.
  - Documentation for this site indicates that a mother and two children were buried here in the early twentieth century, who either perished in fire, or died of disease (smallpox is cited). A possible additional grave for the spouse of the first owner of the Church (after the church closed) has also been documented for this site.
  - The archaeological approach in such circumstances involves designing around the gravesites and monitoring them during construction. In addition, if they are deemed too shallow, it may be recommended that more fill be provided on the site to protect them overtime. (Location maps provided by MoTI were shared with the committee for their information.)
  - Once the design for the road has been finalized, the location of the graves will be registered with the provincial Archaeological Branch in order to provide ongoing protection for the site.
  - The final design for the road widening has not yet been finalized and is only 50% complete.
  - An Open House for the road-widening project will be scheduled during late June or early July, and everyone is welcome to attend.
  - MoTI staff have inquired as to whether the Committee would be interested in recognizing this site with a historical marker in future.

The Committee requested that they remain informed of the final design for the graves, and be advised of the date for the provincial Open House. They also indicated that they would like the opportunity to discuss the pros and cons of commemoration in the form of a historic marker, once the project is complete.

## C. DELEGATIONS AND PRESENTATIONS

### 3. Museum Manager's Report

J. Chenatte reported the following:

- The Museum is now under the newly formed Arts, Culture, and Community Initiatives Division.
- The Tourism Passport Challenge, developed by Tourism Vancouver, brought 4000 visitors to the museum this past year, an increase of 154% over last year, with increased gift shop revenues of 109%.
- The Volunteer Luncheon was held at the Langley Seniors Resource Centre where two docents with 25 years of service, two with 20 years, two with 15 years, and two with 10 years, were recognized.
- The annual docent field trip this year was a walking trip to the BC Farm Museum.
- Some protective housing is being built for the museum's new HVAC system, and plans are being developed to improve the front courtyard of the facility.
- To date, school programs have received 520 bookings for the coming year, which is the largest ever received.
- "Sacrifice and Sorrow" will be on display until July 16, 2017.
- "Spinners and Weavers" will run from July 25 – October 25, 2017.

### 4. Heritage Review Panel

T. Annandale reported that the Panel met to provide comment on the Red Pot Pottery House Heritage Alteration Permit application for the corner of Mavis Avenue and McBride Street in Fort Langley. The owner is proposing to add a second storey and new roof to the existing house, and re-landscape the site. A portion of the newly renovated home will support a home-based pottery studio.

The Panel noted that the proposal was consistent with the form and character guidelines for the conservation area and recommended support for the proposed renovations that they felt would enhance this transitional corner between the Mavis Avenue commercial and McBride Street residential.

#### **MOTION**

Moved by W. Mufford,

Seconded by A. Cappon,

That the Heritage Advisory Committee support the recommendations of the Heritage Review Panel for the Red Pot Pottery House renovation.

#### **CARRIED**

T. Annandale further reported that the Panel reviewed two Heritage Building Incentive Program applications for the Murrayville Hall and the Murrayville Garage. The Murrayville Hall Association would like to repair their porches and paint the upper exterior portion of the hall, and the Langley Montessori School would like to re-paint the exterior of the Murrayville Garage. The Hall association qualifies for a 50% grant of \$4,050, and the School qualifies for a 10% grant of \$1,000, based on the heritage status of their respective buildings.

### **C. DELEGATIONS AND PRESENTATIONS**

#### **MOTION**

Moved by L. McPhee-Brown,

Seconded by C. Boughen,

That the Heritage Advisory Committee support the recommendations of the Heritage Review Panel to award Heritage Building Incentive Program grants to the following heritage properties:

- a) A grant of \$4,050.00 to the Murrayville Community Memorial Hall Association for the exterior painting and porch repair of the Murrayville Community Hall; and
- b) A grant of \$1,000.00 to the Langley Montessori School for the exterior painting of the Murrayville Garage.

#### **CARRIED**

#### **MOTION TO EXTEND**

Moved by H. Whittell,

Seconded by A. Johnson,

That the meeting be extended to 9:30pm.

#### **CARRIED**

### **5. Douglas Day 2017 Planning Committee Report**

A. Johnson reported that the Douglas Day Committee had its first planning meeting on May 10. The Committee considered a number of themes for Douglas Day 2017, and favour the theme "Transportation Through the Years". The committee may invite the Cypress Creek Duo to provide entertainment again, and are looking to invite the Fort's Proclamation re-enactment group to participate in the event. Further planning for the event will continue next week.

### **6. Museum Advisory Group Report**

F. Pepin reported that the Heritage Fair went very well, and that the Langley Heritage Society will continue to support the annual event. He noted that the BC Farm Museum will be unveiling their new art panels on June 17 at 2:00pm at their location on King Street in Fort Langley, and added that the Langley Heritage Society has hired a new person to look after the CNR Langley Station in Fort Langley.

### **E. CORRESPONDENCE**

### **F. 2017 WORK PROGRAM**

#### **1. Fraser Highway Markers**

E. Horricks provided the following update:

- Marker 28 has now been re-located to the sidewalk side of the farm fence where it can be easily viewed.

## F. 2017 WORK PROGRAM

- Marker 35, which has been sitting on the grass in the linear park in Aldergrove with its foundation exposed, will be lowered to be in line with the other markers.
- Small plaques have been applied to the backs of the nine markers, as shown in the photos provided.
- The interpretive panels that provide the history of the markers to the travelling public are currently being made and will be installed at Markers 29 and 35 where there are landscaped areas to receive them.
- A media release is being prepared, and there will be announcements on social media to inform the public of their reinstatement.
- An invitation has been extended to Jim Foulkes at the request of the Committee to participate in the photo opportunity for the markers, and he has responded positively to the invitation.

A date and location for the photo opportunity was discussed and June 27 was identified as a favourable date. Staff will follow-up with the Mayor's office and inform the Committee of a finalized time for the event.

The Committee further discussed the potential of formally recognizing the Fraser Highway Mile Markers through the Community Heritage Register. Currently, only one of the original nine markers is on the Heritage Inventory; it was added in 1993. After that time, two additional markers surfaced and were relocated along the highway. With the recent location of four additional markers and replication of the two deemed lost, a full contingent of nine markers are now reinstated along Fraser Highway as they would have existed in the 1930s.

### **COUNCIL**

Moved by W. Mufford,

Seconded by G. Doubleday,

That the Heritage Advisory Committee recommends that Council add the Fraser Highway Mile Markers to the Community Heritage Register.

### **CARRIED**

**Clerk's Note:** See Attachment A that includes a brief history and photos of the Fraser Highway Mile Markers.

## G. COUNCIL REFERRALS

## H. OTHER BUSINESS AND ITEMS FOR INFORMATION

### 1. **Heritage Legacy Fund**

Grant Application Deadline – June 30, 2017

### 2. **BC Heritage Conservation Fact Sheet and Case Studies 2016**

Provided in package for information.



H. **OTHER BUSINESS AND ITEMS FOR INFORMATION**

3. **Coghlan Hall**

Councillor Long requested that the Heritage Review Panel be invited to tour Coghlan Hall to see what improvements need to be made, and if there is potential to move the hall. It was agreed that a meeting be arranged before the fall to visit the site.

N. **NEXT MEETING**

**Date:** Wednesday, September 6, 2017  
**Location:** Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue  
**Time:** 7:00pm

O. **TERMINATE**

Moved by G. Doubleday,  
That the meeting terminate at 9:30pm.  
**CARRIED**

**CERTIFIED CORRECT:**

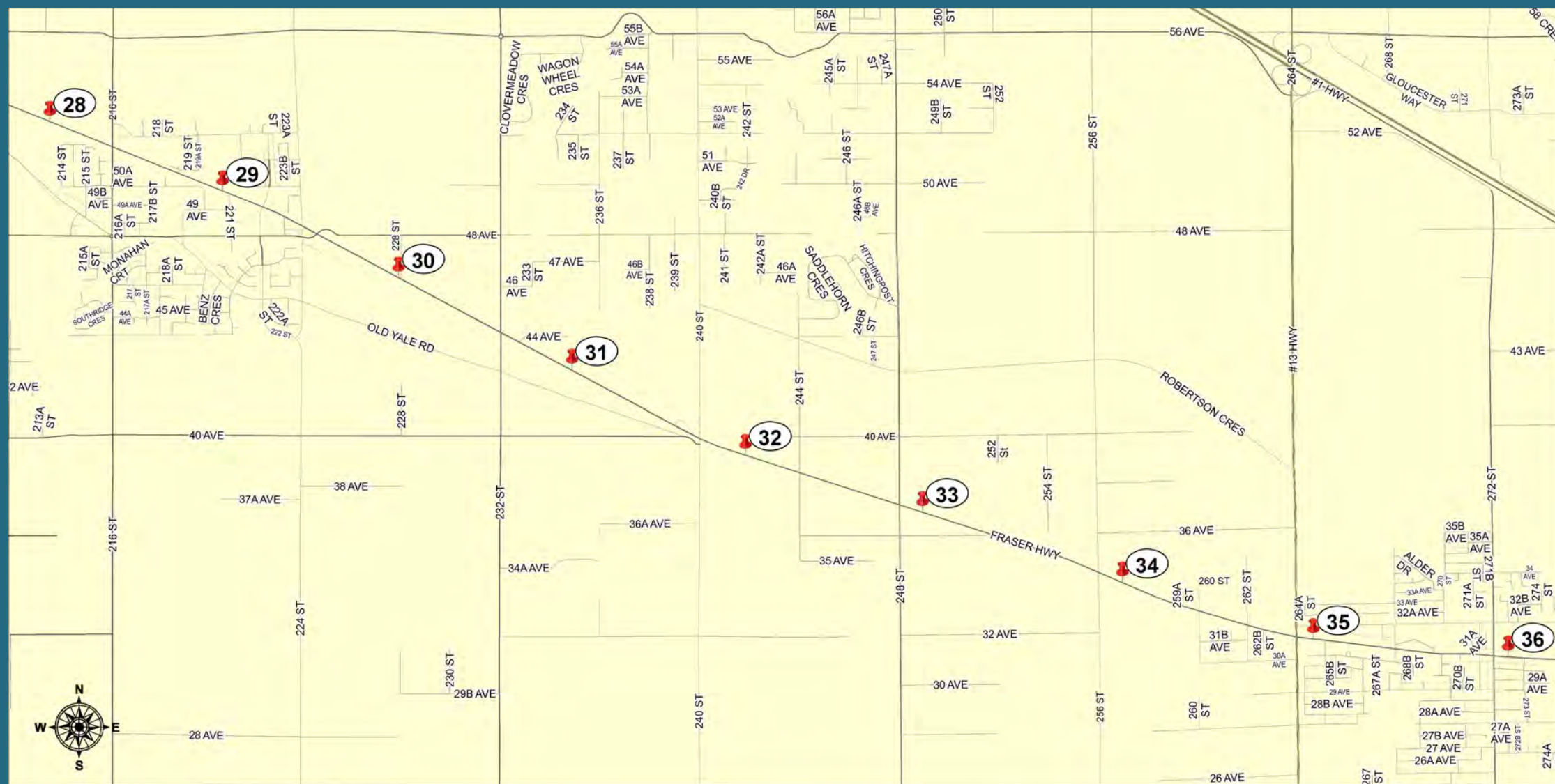
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Community Representative Co-Chair

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Council Representative Co-Chair





Township of  
Langley



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# FRASER HIGHWAY MILE MARKERS

In 1858, the Gold Rush brought many Europeans to British Columbia, and created a need for new routes from the population centres on the coast to the gold fields upcountry. A number of trunk roads were constructed through the valley, the most important of which was the New Westminster and Yale Waggon Road, known as Yale Road, built between 1872 and 1874. By 1930, the Old Yale Road was chosen as the local route for a new Trans-Canada Highway, and the Fraser Highway came into existence. This improved highway had fewer curves and gentler slopes. It was re-routed in certain areas to improve the grades, reflecting the different abilities of horse-drawn wagons and gasoline-powered automobiles. By 1931, the Fraser Highway was well on its way to being completely paved. By 1964, a new Trans-Canada highway system was constructed through the valley, north of Fraser Highway, leading to the rapid urbanization of the area.

In the early 1930s, nine original concrete mile markers, labelled 28 through 36, were placed along the south side of Fraser Highway in the Township of Langley, as part of a larger initiative to mark the travel miles from the Main Post Office in Vancouver (located at Hastings and Granville) to points east throughout the Fraser Valley. In 2017, several markers originally placed here were found in nearby ditches and fields and reinstated in as close proximity as possible to their original locations. Two of the original nine markers that were deemed lost, were replicated and restored to their original locations. These nine mileposts (seven original and two replicates) are some of the only markers of this type remaining today.







Fraser Highway  
Mile Marker 29

c.1930

Original Lost -

Replicated 2017

Approximate Original  
Location







Fraser Highway  
Mile Marker 35  
c.1930  
Approximate  
Original  
Location





## 2017 DOUGLAS DAY PLANNING COMMITTEE

D.5

Tuesday, June 13, 2017, 10:00am  
Township Civic Facility – Bertrand Creek Meeting Room

### MINUTES

	<b>PRESENT</b> Albert Anderson, Rosemary Genberg, Alice Johnson, Jim McGregor & Ellen Worrell
	<b>TOWNSHIP STAFF</b> Sarah Morris – Special Events Coordinator
<b><u>A</u> WELCOME</b>	The meeting commenced at 10:10am.
<b><u>B</u></b>	
<b><u>Item B-1</u> Theme</b>	<b>2017 Theme: Langley celebrates transportation through the years</b> Ellen has completed some initial research on modes of transportation in Langley. The committee will continue to work on collecting information for discussion at the next meeting.  Once again this year, a program insert will be created featuring photographs of a variety of transportation modes through the years. Display boards may also be created for display at the event.  Sarah will contact Langley Centennial Museum to look at photograph options to share at the next meeting.
<b><u>Item B-2</u> Colour Theme</b>	The committee has chosen red and white as the theme colours. The pin will be red (on the outside) and white (on the inside), with gold writing.
<b><u>Item B-3</u> Menu Options</b>	Committee reviewed all the meal options. Final choice for meal: <ul style="list-style-type: none"> <li>- Fresh sage roasted turkey breast</li> <li>- Yukon gold mashed potato, apple and cranberry stuffing, brussel sprouts, turkey gravy</li> <li>- Dessert: Parisian dark chocolate cake with raspberry sauce</li> </ul>
<b><u>Item B-4</u> Entertainment</b>	Sarah to book Cypress Creek Duo and Joe McDonald (piper) for this year's event.
<b><u>Item B-5</u> Proclamation Re-enactment</b>	Sarah to connect with Fort Langley National Historic Site regarding the possibility of a re-enactment as part of this year's event.
<b><u>Item B-6</u> Concourse set-up</b>	The committee received feedback that the colder temperature on the concourse last year made it difficult to pin on boutonnieres. The committee decided to move the corsage and boutonniere tables back into the banquet hall but leave the nametag tables on the concourse.
<b><u>Item B-7</u> New &amp; Deceased Pioneers</b>	To date 8 deceased pioneers and 4 new pioneers.
<b><u>C</u></b>	<b>NEXT MEETING</b>
<b><u>Item C-1</u> Next Committee Meeting</b>	Tuesday, August 29, 2017, 10:00am Township Civic Facility – Bertrand Creek Meeting Room
<b><u>D</u></b>	<b>ADJOURNMENT</b> The meeting adjourned at 11:00am.



## Capital Project Grants

The Community Gaming Grants program distributes \$5 million per year to capital projects with a total cost of more than \$20,000 undertaken by eligible not-for-profit organizations.

### Overview

Detailed information on Capital Project Grants is provided in the [Capital Projects Sector Guide \(PDF\)](#).

<b>Organization Eligibility</b>	<p>Not-for-profit organizations providing programs or services of direct benefit to the broader community. Details provided in Section 2.1 of the <a href="#">Capital Projects Sector Guide (PDF)</a>.</p> <p>Please note that organizations that have never applied for a Community Gaming Grant or a Gambling Event Licence before must call and register with the Community Gaming Grants Branch at 250 356-1081. First-time applicants will be unable to complete an online application for a Capital Project Grant without registering with the Branch first.</p>
<b>Project Eligibility</b>	<p>Viable capital projects that are primarily for community benefit and are accessible to the public will be considered in three categories:</p> <ul style="list-style-type: none"> <li>• Facilities: construction, renovation or maintenance of facilities.</li> <li>• Community Infrastructure: public amenities such as docks, parks or playgrounds.</li> <li>• Acquisitions: the purchase of fixed capital assets for long-term use, including vehicles and equipment.</li> </ul>
<b>Financial Eligibility</b>	Applicants must have matching funds.
<b>Grant Amount</b>	<p>Up to \$250,000 per project, for up to 50 per cent of total project costs.</p> <p>A maximum of one Capital Project Grant will be awarded per project. Successful applicants are ineligible to re-apply for additional funding for the same project in subsequent years.</p>



<b>Application</b>	One application per organization per year.  An organization may apply for both a Capital Project Grant and a Community Gaming Grant/PAC & DPAC Grant in the same year.
<b>Application Period</b>	Apply from Aug 1 to Sept 30 Final notification*: Dec 31  *Final notification date is the latest date that applicants will be notified about the result of their application.
<b>Processing Fee</b>	None
<b>Processing Time</b>	Applicants will be notified by the appropriate final notification date (see above).

## Resources

Additional information, documents, and forms related to the Capital Project Grants Sector are available in this section. Click below to see more information about these resources. Click "expand all" if you want to see all of the information or if you want to print this page.

Expand All | Collapse All

### **A. Online Application Resources**

### **B. Capital Projects Sector Guide and Conditions Documents**

### **C. Audit Information and Quick Recovery Checklist**

### **D. Archived Information Bulletin**

## Contact Us

To inquire about Capital Project Grant applications, please use the email and phone contact information below.

### **Community Gaming Grants Branch Contact Information**

## Online Service

Apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.

- [Online Service](#)

## Reports

Read the [B.C. Community Gaming Grants Review \(PDF\)](#).

More gaming grant reports are available at [Reports, Publications, & Statistics](#) and at [DataBC](#).

## Contact Information

Contact the Community Gaming Grants Branch if you have questions about gaming grants in B.C.

- [Contact Us](#)



# Capital Projects Sector Guide

## Community Gaming Grants



## 1. *Program Overview*

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### 1.1 *Purpose*

The Community Gaming Grants program distributes \$140 million of commercial gambling revenues to not-for-profit community organizations throughout the province. The Government of British Columbia dedicates \$5 million per year of this funding to capital projects, undertaken by not-for-profit agencies, that have a total cost of more than \$20,000. The objective of the Capital Projects sector is to enable not-for-profit organizations to complete capital projects that provide significant benefit to communities.

### 1.2 *Eligible Projects*

Capital projects include the following eligible categories:

1. **Facilities:** the construction of new facilities and renovation or maintenance of existing facilities;
2. **Community Infrastructure:** the development of public amenities that improve B.C. residents' quality of life; and
3. **Acquisitions:** the purchase of fixed capital assets for long-term ownership and use (e.g. including vehicles and equipment).

### 1.3 *Application Assessment Process*

The application assessment process will be competitive. Grant applications that meet all of the mandatory eligibility criteria (see Section 2) will be evaluated using the assessment criteria (see Section 4.2). Additional consideration will be given to the allocation of grant funding across the six Community Gaming Grant sectors, the geographic distribution of grants throughout the province, project size and the inclusion of Aboriginal not-for-profit organizations.

### 1.4 *Amount of Grant*

Eligible not-for-profit organizations may be approved for up to 50% of the total cost of a project, to a maximum of \$250,000. Tangible in-kind contributions, such as donated equipment and materials, will be considered as matching funds. Land and intangible in-kind support, such as volunteer time, donated labour or services will not be accepted as matching funds.

## 2. *Mandatory Eligibility*

### 2.1 *Organization Eligibility*

#### 2.1.1 *Eligible Organizations*

In order to be considered eligible, an applicant (including PACs) must:

- Be a not-for-profit organization (including designated community service co-operatives);
- Operate primarily for community benefit;
- Deliver programs that fall within one of the following six sectors: Arts and Culture; Sport; Environment; Public Safety; Human and Social Services; and Parent Advisory Council or District Parent Advisory Councils;
- Provide programs that benefit the community and not solely its members' interest;
- Deliver programs established and maintained by its volunteers;
- Have a voluntary and broadly based membership involved in the management and control of the organization and its programs;
- Have a voting membership that is more than double the number of board members;
- Have board members that are democratically chosen by, and from within, its voting membership;
- Have a board with at least two-thirds of its members residing in B.C.; and
- Have a board whose members do not receive remuneration or other financial benefit for their services while acting in their capacity as executive members.

Organizations do not have to be federally or provincially incorporated; however, organizations that are provincially incorporated or registered as extra-provincial societies must be in good standing with the B.C. Registrar of Companies, and organizations that are federally incorporated must be in good standing with Industry Canada.

#### 2.1.2 *Ineligible Organizations*

An organization is ineligible to apply for a Capital Project Grant if it:

- Is for-profit;
- Is a member-funded society;
- Is a co-operative (with the exception of designated community service co-operatives);
- Is a community contribution company<sup>1</sup> (C3) or other social enterprise whose sole purpose is to generate profit to fund the organization;
- Is an ancillary group sustaining a for-profit business;

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<sup>1</sup> A for-profit business with an asset lock component restricting the level of dividends paid to shareholders and requiring the bulk of the company profits to be invested in community purposes.



- Is a political party, political action group or lobby group;
- Is a federal, provincial, regional, municipal, First Nation or other local government;
- Is a hospital, medical or health care facility;
- Is an educational institution or school;
- Is a penal institution or correction centre;
- Is a provincial or municipal facility, such as a library, museum, gallery or recreation centre;
- Has objectives, programs or expenditures that do not conform with all laws, regulations and the general public policies of the Province of British Columbia; or
- Provides programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

## 2.2 *Project Eligibility*

### 2.2.1 *Eligible Project Categories*

To be considered eligible for funding, a project must fall within one of the applicable capital project categories. Applicants should apply under the specific project category that is best suited for their project. For examples of eligible projects, please see Section 2.2.2.

#### **Facilities Projects:**

- The project is undertaken by an eligible organization primarily for community benefit;
- Upon completion, the project – or the facility within which the project is located – is accessible to the public;
- The project is for the construction of new facilities, renewal, expansion or material enhancement of existing facilities or property development;
- The project is located on:
  - Land that is owned by an eligible organization;
  - Land that is leased to an eligible organization on a long-term basis. The applicant must have a signed unconditional fixed-term (10-year minimum) lease and provide a stated intention to maintain the facility into the future. Organizations with fewer than 10 years remaining on their lease must include a signed letter (tenant and landlord) indicating a commitment to renew the lease upon its expiration. The applicant must also have authorization from the owner of the property, authorizing the applicant to perform work, or apply for permits to perform work on the project/property; or
  - Public land. The applicant must have the proper permissions from any and all proper public authorities with jurisdiction over development and use of the land.

**Community Infrastructure Projects:**

- The project is undertaken by an eligible organization primarily for community benefit;
- Upon completion, the project – or the facility within which the project is located – is accessible to the public;
- The project is for the installation of public amenities that improve B.C. residents' quality of life;
- The project is located on:
  - Land that is owned by an eligible organization; and
  - Land that is leased to an eligible organization on a long-term basis. The applicant must have a signed unconditional fixed-term (10-year minimum) lease and provide a stated intention to maintain the facility into the future. Organizations with fewer than 10 years remaining on their lease must include a signed letter (tenant and landlord) indicating a commitment to renew the lease upon its expiration. The applicant must also have authorization from the owner of the property, authorizing the applicant to perform work, or apply for permits to perform work on the project/property; or
  - Public land. The applicant must have the proper permissions from any and all proper public authorities with jurisdiction over development and use of the land.

**Acquisitions:**

- The acquisition is made by an eligible organization primarily for community benefit;
- The project is for the purchase of privately owned fixed capital assets for long-term use; and
- The capital acquisition must fully belong to the eligible organization.

**2.2.2 Examples of Eligible Projects**

Examples of eligible projects in each category may include, but are not necessarily limited to, the following types of capital projects:

**Facilities Projects:** the construction of new facilities, renovation or maintenance of existing facilities and property development. Examples include:

- Construction of a new permanent built structure (e.g. office, community centre, daycare facility, recovery house)
- Renovations that restore, refurbish, upgrade, retrofit or otherwise improve the general conditions of an existing facility to extend its useful life (e.g. roofs, flooring, air circulation, seismic resilience); and
- Property development projects (e.g. fences, irrigation systems for sports fields, parking lots, floodlights).

**Community Infrastructure Projects:** the development of public amenities that improve B.C. residents' quality of life. Examples include:

- Outdoor structures (e.g. docks, playgrounds, outdoor pools, sport rinks, industrial sheds, courts or diamonds);
- Parks (e.g. water parks, skate parks, fitness and recreation spaces); and
- Natural areas (e.g. hiking and walking trails, green spaces, wetlands, community gardens).

**Acquisitions:** the purchase of fixed capital assets for long-term ownership and use. Examples include:

- Vehicles and vehicle part replacements/modifications;
- Machinery and equipment (e.g. safety equipment, sports equipment, commercial kitchen equipment, stage and lighting equipment, sound equipment, instruments);
- Technological resources (e.g. computer systems); and
- Property and/or buildings.

## 2.3 *Financial Eligibility*

### 2.3.1 *Eligible Financial Status*

At the time of application, organizations must meet specific financial criteria in order to be considered for a grant:

- The applicant must have a separate gaming bank account ("Gaming Account") that is held in British Columbia;
- The applicant's matching funds contribution must be equal to or exceed the level of capital project funding requested. If an applicant organization has been holding designated restricted funds for the capital project, it is expected that the restricted fund be used in full towards the matching fund requirement. Tangible in-kind contributions, such as donated equipment and materials, will be considered as matching funds. Intangible in-kind support, such as volunteer time, donated labour, services or land, will not be accepted; and
- Past recipients of Community Gaming Grants must be up to date and in good standing with their Gaming Account Summary Reports.<sup>2</sup>

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<sup>2</sup> Gaming Account Summary Reports are a financial reporting instrument used by the Community Gaming Grants Branch.



## 3. *Application Process*

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### 3.1 *Application Intake Period*

Applications for the Capital Projects sector will be received from August 1 to September 30, 2017, with approved grants awarded by December 31, 2017.

### 3.2 *How to Apply*

The completed application form, along with the requested supporting materials, provides the Community Gaming Grants Branch with the information it needs to compare and evaluate the merits of all applications. The application form can be found online at: <https://www.gaming.gov.bc.ca/gaming/Home.do>. All supporting documents must be attached within the online application. All applicants must attach a copy of a void cheque for their Gaming Account.

A pre-application checklist is available to assist applicants to ensure that their applications are complete and that all supporting documentation and mandatory attachments are included.

For projects that are collaborations between multiple organizations, a single organization must be designated as the lead applicant. Only the lead organization is eligible to submit a Capital Project Grant application for the project. The other organizations must be indicated as partners within the application.

### 3.3 *Application Limit*

- Each organization is permitted to submit one application for a Capital Project Grant and one application for a Community Gaming Grant per year.
- Capital Project Grants will be one-time funding only. Successful applicants may not apply for the same project more than once. Unsuccessful applicants may apply in future funding intakes for the same project.

## 4. Assessment

### 4.1 How Applications are Assessed

Each application that meets all of the mandatory eligibility criteria (see Section 2) will be evaluated using the assessment criteria (see Section 4.2). Grants will not be awarded until all applications are received and reviewed. An application does not guarantee any level of funding. Incomplete and/or late applications will not be considered.

### 4.2 Assessment Criteria

Eligible projects in each of the three categories will be evaluated according to the extent to which they meet the pre-determined assessment criteria. Priority will be given to those projects that best meet the criteria. Consideration will also be given to the distribution of grant funding across the six Community Gaming Grant sectors, the geographic distribution of grants across the province, project size and the inclusion of Aboriginal not-for-profit organizations.

The project assessment criteria are:

#### Section 1: Alignment with Sector Objectives (10%)

- |  |   |
|--|---|
| Strategic alignment with Capital Projects sector purpose | <ul style="list-style-type: none"> <li>• The project must benefit the community and be responsive to the community's needs and issues.</li> <li>• The project must be accessible to the public and inclusive of the greater community.</li> </ul> |
|--|---|

#### Section 2: Project Feasibility (35%)

- |                       |   |
|-----------------------|---|
| Project planning      | <ul style="list-style-type: none"> <li>• A detailed project timeline must be provided, indicating that the project can be accomplished within 36 months and outlining project start date, key milestones and date of completion.</li> <li>• Any potential risks to the project meeting these timelines must be identified and ranked, and proposed mitigation strategies must be provided.</li> <li>• Where applicable, all required approvals and permits must be identified and information provided to describe the organization's plan to ensure that they are obtained.</li> </ul> |
| Operational viability | <ul style="list-style-type: none"> <li>• The applicant must exhibit a plan for the long-term operation of the project, including an asset management plan to manage and maintain the facility, amenity or acquisition into the future.</li> </ul>   |

### **Section 3: Financial Considerations (50%)**

Financial need	<ul style="list-style-type: none"> <li>• If the applicant has restricted funds designated for the capital project, the designated funds must be fully allocated to the project.</li> <li>• The requested grant amount must represent a significant contribution to the successful completion of the project.</li> </ul>
Financial feasibility of project	<ul style="list-style-type: none"> <li>• Project readiness must be demonstrated, including the security of financial resources to carry out the project.</li> <li>• Price quotations must have been recently obtained.</li> <li>• A detailed project budget must be provided, including descriptions of all major assumptions, and identifying contingencies and spending projections.</li> <li>• Use of grant funds must be for eligible expenses.</li> </ul>

### **Section 4: Special Project Features (5%)**

Accessibility	<ul style="list-style-type: none"> <li>• The project should provide special considerations for persons with disabilities, where applicable.</li> </ul>
Environmental efficiency	<ul style="list-style-type: none"> <li>• The project should include energy efficient or other cost-effective features that will lower the organization's long-term operational expenses (e.g. reduced resource consumption, lowered operational costs, such as heating and cooling costs, etc.), where applicable.</li> </ul>

Final determination of approved projects is the responsibility of the Community Gaming Grants Manager. All decisions are final, and organizations do not have the opportunity to request a reconsideration of the decision regarding an application for a Capital Project Grant.

## 5. *Using Capital Project Grant Funding*

### 5.1 *Appropriate Use of Funds*

Capital Project Grants must be used within British Columbia to cover costs considered to be direct and necessary for the successful implementation of an approved project; these costs must be consistent with and comparable to those identified in the approved grant application. No substantial changes can be made to the approved project without the written consent of the Community Gaming Grants Branch.

Eligible costs include, but are not limited to:

- Project-related fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the capital project;
- The costs of project materials;
- The costs required to transport or ship acquisitions such as equipment;
- The costs of licenses, permits and insurance required for the approved project;
- The costs of an environmental impact assessment, where applicable; and
- Any other direct and necessary costs incurred in the implementation of an approved project.

The grant funds must be fully disbursed within 36 months of receipt, unless otherwise approved in writing by the Community Gaming Grants Branch. Project must start within 12 months of receipt of funding.

Grant funds may be transferred – by cheque or electronically – from the Gaming Account to the General Account (i.e. the organization's day-to-day operating bank account) for the reimbursement of eligible project expenses. To ensure Capital Project Grants are used for eligible project expenses, all successful applicants must submit a Gaming Account Summary Report to the Branch within 90 days of fiscal year end. The Gaming Account Summary Report must provide clear and complete detailed program expense reporting. As per section 18.g of the Conditions for a Community Gaming Grant, two current, unrelated board members must authorize electronic transfers and/or automated debit transactions in writing and the authorization document must specify the specific purpose and maximum dollar amount permitted.

Transfers from the Gaming Account to the General/Operating Account are required to reconcile dollar for dollar to the applicable General Account program expenses and must have supporting documentation (i.e. invoices/receipts). A clear and defined audit trail is required for the use of all Gaming Account funds.

Upon dissolution of an organization, all unused grant funds and assets purchased with grant funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within B.C.

Grant funds cannot be used for purposes not approved by the Community Gaming Grants Branch and may not be redistributed amongst the grant recipient's other expenses or transferred between projects. Funds must be returned to the Minister of Finance if not completely used for the approved capital project.

## 5.2 *Prohibited Use of Funds*

Capital Project Grants cannot be used for:

- Contributions to annual fundraising drives or capital campaigns;
- Costs incurred for cancelled projects;
- Financing charges and interest payments on loans;
- Leasing or rental of equipment not directly related to the capital project;
- Costs associated with ongoing operating expenses;
- Costs associated with routine facility/property maintenance;
- Decommissioning or recycling of a previous project/asset;
- Costs associated with programming; or
- Any goods and services that are received as donations.

## 6. *Conditions for Capital Project Grants*

The recipient of a Capital Project Grant must comply with the Conditions for a Community Gaming Grant, with the exception of Conditions 7 through 11 pertaining to the Use of Grant Funds. The Conditions can be found online at: <http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/cond-cgg.pdf>. The recipient of a Capital Project Grant must adhere to Section 5 of this Capital Projects sector guide regarding the use of grant funds.

## 7. *Acknowledgment of Funds*

Grant recipients must acknowledge the financial assistance provided by the Province of British Columbia in all promotional materials, both in print and online and including any signage or plaques. Please review the logo-use guidelines at the following link and complete the application for third-party use of the logo. Note that designed mock-ups of the logo's intended use is also required for approval: [http://www.corporate.gov.bc.ca/print-ads/Govt\\_of\\_BC\\_Logos/BCID.html](http://www.corporate.gov.bc.ca/print-ads/Govt_of_BC_Logos/BCID.html)

## 8. *Contact Information*

Ministry of Community, Sport and Cultural Development

Community Gaming Grants Branch

Telephone: 1 800 663-7867 or 250 356-1081

E-mail: [CommunityGamingGrants@gov.bc.ca](mailto:CommunityGamingGrants@gov.bc.ca)

Web: <http://gov.bc.ca/gaminggrants>

Frequently Asked Questions:

<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/capital-project-grants>



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## Yes! Bill C-323 – An Act to create tax incentives for the rehabilitation of Historic Property – passed second reading, and will continue to Committee!

### What's New?

Many of you already wrote to your own Member of Parliament, and to the Minister of the Environment, who passed your letters on to the Minister of Finance. You likely received replies that raise issues with the Bill, and even state that the Government will oppose it.

Some important facts:

1. Don't forget the promise made by The Liberal Party of Canada, which expressed their willingness to consider financial incentives for historic places in their October 2015 pre-election message to the heritage sector. Responding to written questions from the National Trust for Canada, Liberal Party president Anna Gainey wrote. **"A Liberal government will work in collaboration with the heritage sector and other stakeholders to examine measures that promote the preservation and rehabilitation of Canada's heritage buildings. We are open to measures that use the tax system that stimulate private investments in heritage buildings."** See the full letter [here](http://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/Pages%20from%20LPC%20Just%20answers%20%28Election%202015%29%20National%20Trust%20for%20Canada%20-%20R%C3%A9ponse%20du%20PLC%20%28%20C3%89lection%202015%29%20Fiducie%20nationale%20du%20Canada.pdf) (<http://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/Pages%20from%20LPC%20Just%20answers%20%28Election%202015%29%20National%20Trust%20for%20Canada%20-%20R%C3%A9ponse%20du%20PLC%20%28%20C3%89lection%202015%29%20Fiducie%20nationale%20du%20Canada.pdf>). Let's all remind the Government of that promise, and help them find ways to keep it.
2. We have the whole summer to keep the conversation alive about historic places and the need for incentives! Please consider meeting Liberal MPs, to thank them for their "Yes" vote at Second Reading, or to tell them why their support for tax incentives is essential to a vibrant economy and a sustainable environment. See "What you can do" below.
3. Before considering the Bill, the [Standing Committee on Environment and Sustainable Development](http://www.parl.gc.ca/Committees/en/ENVI/Members) (<http://www.parl.gc.ca/Committees/en/ENVI/Members>) is expected to embark on a study of the State of Historic Places in Canada – an important "first" for the Committee that can help give context to the proposal for financial incentives. Organizations and individuals will be called as witnesses, and every one with an interest can make their views known in writing.

### What you can do:

Bill C 323 offers a historic opportunity to engage and support elected officials in tackling the issues and barriers facing the heritage sector.

#### You can help!

- A.** Talk to Liberal MPs this summer about heritage incentives. Here is a [presentation deck](http://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/Bill%20C-323%20Presentation%20July%202017_0.pdf) ([http://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/Bill%20C-323%20Presentation%20July%202017\\_0.pdf](http://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/Bill%20C-323%20Presentation%20July%202017_0.pdf)) and [speaking notes](https://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/uploads/Speaking%20Notes%20-%20link%20from%20Web%20and%20Newsletter%20-EN%20FINAL.pdf) (<https://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/uploads/Speaking%20Notes%20-%20link%20from%20Web%20and%20Newsletter%20-EN%20FINAL.pdf>) that you can use. Let's all sing from the same songbook!

Follow up your meeting with a letter to Liberal MPs and Liberal Cabinet Ministers that pro-actively responds to [issues raised by government officials](https://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/uploads/Responding%20to%20Issues%20-%20link%20from%20Web%20adn%20Newsletter%20EN%20FINAL.pdf) (<https://www.nationaltrustcanada.ca/sites/www.nationaltrustcanada.ca/files/uploads/Responding%20to%20Issues%20-%20link%20from%20Web%20adn%20Newsletter%20EN%20FINAL.pdf>) in past letters. Here is a [sample letter](http://www.nationaltrustcanada.ca/bill323_sample_letter) ([http://www.nationaltrustcanada.ca/bill323\\_sample\\_letter](http://www.nationaltrustcanada.ca/bill323_sample_letter)) to help get you started.

Here is the [link](https://www.ourcommons.ca/Parliamentarians/en/members?currentOnly=true&caucusId=4) (<https://www.ourcommons.ca/Parliamentarians/en/members?currentOnly=true&caucusId=4>) to find Liberal MPs by postal code. Find out here [how your MP voted](https://openparliament.ca/votes/42-1/236/) (<https://openparliament.ca/votes/42-1/236/>).

**B.** Consider responding in writing to the replies you received from Government officials who raised issues with the Bill. Remind them of the promise the Liberal Party made to “*examine measures that promote the preservation and rehabilitation of Canada’s heritage buildings*.”

Here is a [sample letter](http://nationaltrustcanada.us11.list-manage1.com/track/click?u=5dd5f9c97cc4e7df3f1a5d21d&id=8103f3b8e3&e=706ff4d91) (<http://nationaltrustcanada.us11.list-manage1.com/track/click?u=5dd5f9c97cc4e7df3f1a5d21d&id=8103f3b8e3&e=706ff4d91>) to Liberal MPs and Cabinet Ministers get you started. When crafting your letter(s), you will find helpful [background information](http://nationaltrustcanada.us11.list-manage.com/track/click?u=5dd5f9c97cc4e7df3f1a5d21d&id=9e4b4d2574&e=706ff4d91) (<http://nationaltrustcanada.us11.list-manage.com/track/click?u=5dd5f9c97cc4e7df3f1a5d21d&id=9e4b4d2574&e=706ff4d91>) on our website. Point to historic places in your area that need this kind of financial measure – especially those at risk!

Write or cc the Hon. Catherine McKenna, (<mailto:ec.ministre-minister.ec@canada.ca>) Minister of Environment (<mailto:ec.ministre-minister.ec@canada.ca>) and Climate Change (<mailto:ec.ministre-minister.ec@canada.ca>), the Hon. Bill Morneau, (<mailto:bill.morneau@canada.ca>) Minister of Finance and the Hon. Peter Van Loan (<mailto:peter.vanloan@parl.gc.ca>) (sponsor of the Bill) and us the [National Trust](mailto:info@nationaltrustcanada.ca) (<mailto:info@nationaltrustcanada.ca>) to let us know what action you’ve taken! Or send a copy of your letters, and any replies you receive to the National Trust for Canada, by email at [National Trust](mailto:info@nationaltrustcanada.ca) (<mailto:info@nationaltrustcanada.ca>), or by mail to 190 Bronson Avenue, Ottawa, ON K1R 6H4.

**C.** Given the focus on historic places coming up this fall at the [Standing Committee on Environment and Sustainable Development](http://www.parl.gc.ca/Committees/en/ENVI/Members) (<http://www.parl.gc.ca/Committees/en/ENVI/Members>), organizations with an interest can start getting ready to make a submission in writing or in person about the state of historic places in Canada, or about Bill C-323 in particular. Please [let us know](http://mailto:info@nationaltrustcanada.ca) (<http://mailto:info@nationaltrustcanada.ca>) if you will do so – we’ll share our draft submission and keep you in the loop!

Thank you! Together, we can make a difference for places that matter.



National Trust for Canada