December 21, 2016

Dear [Redacted]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: CSSD 6-2016]

On November 23, 2016, the Department of Children, Seniors and Social Development received your request for access to the following records:

"I am looking for information on funding that was issued to the Royal Canadian Legion Branch 56 by the former department of Seniors and Wellness. Funding was issued to this branch for installation of a new wheelchair lift to its building. Funding was granted to this branch between Sept 15 and Mar 16. The funding had to be used by March 2016. The wheelchair lift has been installed."

I am pleased to inform you that a decision has been made by the Deputy Minister for the Department of Children, Seniors and Social Development to provide access to the requested information. Access to some of the information contained within the records has been refused in accordance with the following exceptions to disclosure, as specified in the Access to Information and Protection of Privacy Act (the Act):

Section 40(1): The head of a public body shall refuse to disclose personal information to an applicant where the disclosure would be an unreasonable invasion of a third party's personal privacy.

As required by 8(2) of the Act, we have severed information that is unable to be disclosed and have provided you with as much information as possible.

In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

Please be advised that you may appeal this decision and ask the Information and Privacy Commissioner to review the decision to provide partial access to the requested information, as set out in section 42 of the Act (a copy of this section of the Act has been enclosed for your reference). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner. Your appeal should identify your concerns with the request and why you are submitting the appeal.
The appeal may be addressed to the Information and Privacy Commissioner as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John’s, NL A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section of the Act has been enclosed for your reference).

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Office of Public Engagement’s website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please contact me by telephone at (709) 729-6370 or by email at jennifertaylor@gov.nl.ca.

Sincerely,

Jennifer Taylor
ATIPP Coordinator

Enclosures
Section 42: Access or correction complaint

42. (1) A person who makes a request under this Act for access to a record or for correction of personal information may file a complaint with the commissioner respecting a decision, act or failure to act of the head of the public body that relates to the request.

(2) A complaint under subsection (1) shall be filed in writing not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).

(3) A third party informed under section 19 of a decision of the head of a public body to grant access to a record or part of a record in response to a request may file a complaint with the commissioner respecting that decision.

(4) A complaint under subsection (3) shall be filed in writing not later than 15 business days after the third party is informed of the decision of the head of the public body.

(5) The commissioner may allow a longer time period for the filing of a complaint under this section.

(6) A person or third party who has appealed directly to the Trial Division under subsection 52 (1) or 53 (1) shall not file a complaint with the commissioner.

(7) The commissioner shall refuse to investigate a complaint where an appeal has been commenced in the Trial Division.

(8) A complaint shall not be filed under this section with respect to

(a) a request that is disregarded under section 21;

(b) a decision respecting an extension of time under section 23;

(c) a variation of a procedure under section 24; or

(d) an estimate of costs or a decision not to waive a cost under section 26.

(9) The commissioner shall provide a copy of the complaint to the head of the public body concerned.

Section 52: Direct appeal to Trial Division by an applicant

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.

(2) An appeal shall be commenced under subsection (1) not later than 15 business days

(a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or

(b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).
(3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.

(4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).
Honourable Clyde Jackman

Minister of Advanced Education and Skill

Minister of Seniors, Wellness and Social Development

August 27, 2015

Honourable Clyde Jackman,

The Royal Canadian Legion has been supporting the veterans and seniors in this Province for more than 65 years, with continued support from our provincial government. We support our veterans and seniors through many fundraising projects and with the support of our aging volunteers, though catering and rentals of our building in Pleasantville. We are finding it tough to maintain an aging building that has much British, American and Canadian military history. Over the past couple of years we have had continued failure with our chairlift, put in place to assist veterans, seniors and disabled public entering our building. Over the past couple of months we have spent in excess of $5,000.00 maintaining the aged chairlift. There is only one company in Newfoundland Labrador that does this type of maintenance, this creates a further challenge when repairs are required.

We have requested proposals to replace this unit with an accessibility ramp which will give a better access to our building for our veterans, seniors and disabled public. We have received proposals for the installation of a new accessibility ramp from suppliers and the lowest price is $35,000.00. We feel we are able to support this project with the amount of $5,000.00 and are seeking assistance from the Provincial Government with the balance of this project. We are asking your department for financial assistance with this project. We are able to meet and discuss this request at your earliest convenience and await a most favourable reply.

Regards

Barry Furlong CD

Treasurer, Pleasantville Branch 56

Royal Canadian Legion
Cc: Honourable Paul Davis, Premier, Newfoundland Labrador

Honourable Steve Kent, Deputy Premier, Newfoundland Labrador
Mr. Barry Furlong
Royal Canadian Legion
Branch 56, Pleasantville
P.O. Box 175
St. John’s, NL A1C 5J2

Dear Mr. Furlong:

Thank you for your letter regarding financial assistance to install a ramp at the Royal Canadian Legion, Branch 56, in Pleasantville.

This project is eligible for funding consideration through the Inclusion Grants Program up to a maximum of $25,000. Additional information on this program and the application form is available on our website at http://www.swsd.gov.nl.ca/grants/index.html.

I have asked departmental officials to contact you directly and provide assistance with the application.

Thank you for the ongoing support you provide to veterans and seniors of Newfoundland and Labrador, and I congratulate you on your efforts to enhance accessibility within your Branch for veterans and all other citizens who use your building.

Sincerely,

CLYDE JACKMAN, MHA
Burin-Placentia West
Minister

cc: Honourable Paul Davis, Premier
Honourable Steve Kent, Deputy Premier
Mary Reid, Director, Disability Policy Office
Hi Mary: See attached application from the Royal Canadian Legion sent by Dawn September 28, 2015.

Hi Mary,

This is the one I emailed you about a while ago. Minister is supportive. How long does it normally take for an application to be processed – reviewed, letter drafted, signed, etc? Thank you! Let me know if you require anything else.
(709) 729-0662 (fax)
dawnbrown@gov.nl.ca
**Application for Inclusion Grants**
(Maximum Accessibility Grants $25,000)
(Maximum Disability-Related Grants $5,000)

<table>
<thead>
<tr>
<th>Grant Category</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>A. Accessibility Grant</td>
<td>☑</td>
</tr>
<tr>
<td>B. Disability-related</td>
<td></td>
</tr>
<tr>
<td>Accommodations Grant</td>
<td></td>
</tr>
</tbody>
</table>

**Organization Information**
1. Organization Name: **Royal Canadian Legion, Br 56**
2. Organization Contact Information:
   - Street/PO Box: **P.O. Box 175**
   - Community: **St. John's**
   - Province: **NL**
   - Postal Code: **A1C 5S2**
   - Telephone: **753-9820**
   - Fax: **753-9810**
   - Email: **rc1branch56@nslid.net**

3. Please attach the most recent Annual General Meeting minutes with the associated and signed financial report (if applicable).

4. If the organization is a registered charity with the Canada Revenue Agency, please provide registration number: ________________________

**Organization's Contacts/Signing Officers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Barry Furlong</th>
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</thead>
<tbody>
<tr>
<td>Position</td>
<td>Tres</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
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<tr>
<td>Fax</td>
<td></td>
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<tr>
<td>TTY</td>
<td>Sec. 40 (1)</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Is this individual a Signing Officer? ☑ Yes ☐ No
### Organization’s Contacts/Signing Officers (Cont’d)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ted Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Branch Manager</td>
</tr>
<tr>
<td>Telephone:</td>
<td>[redacted]</td>
</tr>
<tr>
<td>Fax:</td>
<td>753-9810</td>
</tr>
<tr>
<td>TTY:</td>
<td>Sec. 40 (1)</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:rclbranch@enid.net">rclbranch@enid.net</a></td>
</tr>
<tr>
<td>Is this individual a Signing Officer?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Doug McCarthy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>President</td>
</tr>
<tr>
<td>Telephone:</td>
<td>753-9820</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>TTY:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Is this individual a Signing Officer?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

### Proposed Project Information

5. Total estimated cost of proposed project (materials and labour and/or services)  
   
   $35,000

6. Total amount being requested (materials and labour and/or services) – Is the budget template completed (end of application) and quote from supplier attached? (Both Required)
   
   ☐ Yes ☐ No

7. What will the requested funds cover? Check all that apply and provide details.

   **Accessibility Grants:**
   
   ☐ Assistive Listening Device
   
   ☐ Alarm Systems
   
   ☐ Audio Systems
   
   ☐ Entranceways  building of wheelchair accessible ramp
   
   ☐ Handles/Switches
   
   ☐ Lighting
   
   ☐ Signage
   
   ☐ Washrooms
   
   ☐ Wayfinding
   
   ☐ Other
If this is leased building space, has written consent from the landlord been obtained? □ Yes □ No □ N/A

All accessibility enhancements must meet all provincial, federal and municipal regulations, as applicable, including those for buildings accessibility, fire and life safety, development control and any others that may be required.

The Buildings Accessibility Act and Regulations are a minimum requirement and proposed improvements are encouraged to exceed the regulations when relevant. The Canadian Standards Association’s “Accessible Design for the Built Environment” (CAN-CSA-B651-12, 2012) is one reference for standards for accessibility.

Projects may be subject to inspection through Newfoundland and Labrador Housing when work is completed.

**Disability-related Accommodations Grants:**

- □ Alternate Formats  
- □ Assistive Listening Device (Rental)  
- □ Captioning  
- □ Audio Support for Assistive Listening Devices  
- □ Sign Language Interpretation  
- □ Other

<table>
<thead>
<tr>
<th>8. What is the anticipated start date of the project?</th>
<th>Y 15 M 11 D 01</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. What is the anticipated end date of the project?</td>
<td>Y 15 M 11 D 06</td>
</tr>
<tr>
<td>10. Where will the work be carried out (community and postal code)?</td>
<td>Pleasantville A1C 5Z2</td>
</tr>
</tbody>
</table>
Project Description

10. Please provide a brief description of the proposed project. Include what is hoped to be accomplished and how it will enhance inclusion. If available, please attach drawings or pictures of areas/features of the built environment to be enhanced. (Attach separate sheets as needed.)

Accessibility Ramp

The Royal Canadian Legion is seeking to install a ramp to our exterior fire exit from the upstairs banquet hall.

Currently, the only accessibility we have to our main hall for those with disabilities is a wheelchair ramp located on the interior of the building.

Providing this ramp to the fire exit ensures the safety of those patrons at our facility. Not only will it be used to help make our building more accessible but it will also ensure we have a safe and reliable exit in case of fire or emergency to those that require its use.
PRIVACY NOTICE

✓ Under the Access to **Access to Information and Protection of Personal Information Act** (the Act) requests may be made to obtain access to information held in the Department of Seniors, Wellness and Social Development:

- Should a request be received for information about this grant application, the records will be reviewed to determine whether information is required to or may be withheld in accordance with the Act, including personal information and third party business information the disclosure of which may be harmful. If we decide to release information the disclosure of which may be harmful to a third party business under s.39 of the Act, the business will be notified and provided the opportunity to request a review of this decision with the Information and Privacy Commissioner prior to information being disclosed.

- When funding is approved, the amount of funding, the purpose for which the funds were granted and the name of the organization(s) receiving the funding are considered public information.

✓ Under the authority of sections 61(c) and 68(1)(c) of the **Access to Information and Protection of Personal Information Act**, personal information will be collected for the purpose of administering funding of the Inclusion Grants, reviewing and monitoring applications and conducting policy analysis.

✓ If you have any questions regarding the collection or disclosure of the personal information on this form please contact Jennifer Taylor at (709) 729 6370 or jennifertaylor@gov.nl.ca

### Declaration and Disclosure

**I declare that:**

✓ the information in this application is true, accurate and complete.

✓ the application is made on behalf of the organization named with its full knowledge and consent.

✓ I have the authority to legally sign or co-sign on behalf of the organization named.

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Witness’ Signature</th>
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<tbody>
<tr>
<td>[Redacted]</td>
<td>[Redacted]</td>
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<tr>
<td>Date: <strong>Sept 17, 2015</strong></td>
<td>Date: <strong>Sept 17, 2015</strong></td>
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<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Witness’ Signature</th>
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<tr>
<td>[Redacted]</td>
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<tr>
<td>Date: <strong>Sept 17, 2015</strong></td>
<td>Date: <strong>Sept 17, 2015</strong></td>
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<tr>
<td>For Government Use Only</td>
<td></td>
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<tr>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>Date Received</td>
<td>Method Received</td>
</tr>
<tr>
<td>Eligibility criteria met</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>All documentation enclosed</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Signature/Title</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Approved □ Yes □ No</td>
<td>Amount:</td>
</tr>
<tr>
<td>Approved accessibility features or disability-related accommodations:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorizing Signature/Title</th>
<th>Witness’ Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

For support to complete this application, to request an alternate format or to submit a completed application, please contact:

Inclusion Grants  
Department of Seniors, Wellness and Social Development  
P. O. Box 8700  
3rd Floor, West Block, Confederation Building  
St. John’s, NL A1B 4J6  

Telephone: (709) 729-6048  
Toll-free: (888) 729-6279  
TTY: (709) 729-5000  
Toll-free TTY: (888) 729-5440  
Fax: (709) 729-6237  
Email: inclusiongrants@gov.nl.ca
Inclusion Grants Budget Template
(Maximum Approved Grants $25,000)
Maximum Disability-Related Grants $5,000

<table>
<thead>
<tr>
<th>Item Description (and Quantity if applicable)</th>
<th>Total Cost</th>
<th>Other contribution</th>
<th>Amount Requested</th>
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<tr>
<td>Estimate Provided</td>
<td>$35,000</td>
<td>$10,000</td>
<td>25,000</td>
</tr>
</tbody>
</table>

Subtotal

HST

Total Amount Requested
Just as an fyi.

Janice (Cave) is the Premier’s CA.

Dawn Brown
Executive Assistant to the
Honourable Clyde Jackman
Minister of Seniors, Wellness and Social Development
Minister Responsible for the Newfoundland Housing Corporation
MHA for the District of Burin-Placentia West
(709) 729-0660
(709) 729-0662 (fax)
dawnbrown@gov.nl.ca

From: Hayden, Veronica
Sent: Wednesday, October 14, 2015 4:35 PM
To: Brown, Dawn; Legge, Dwayne
Subject: Re: Funding letter

Janice...you sent a message. Us there something wrong?

Sent from my BlackBerry 10 smartphone on the Bell network.

From: Brown, Dawn
Sent: Wednesday, October 14, 2015 4:32 PM
To: Hayden, Veronica; Legge, Dwayne
Subject: RE: Funding letter

Hi,

Just wondering if one of you were speaking to Barry Furlong today regarding this letter (Royal Canadian Legion)? He mentioned that whoever spoke to him said the application was approved and the cheque was in the mail. Just trying to figure out who may have been speaking to him. Thanks!

Dawn Brown
Executive Assistant to the
Honourable Clyde Jackman
Minister of Seniors, Wellness and Social Development
Minister Responsible for the Newfoundland Housing Corporation
MHA for the District of Burin-Placentia West
(709) 729-0660
(709) 729-0662 (fax)
Good Afternoon,

The original letter will go in the mail on Tuesday morning.

Have a great day!

Dawn Brown
Executive Assistant to the
Honourable Clyde Jackman
Minister of Seniors, Wellness and Social Development
Minister Responsible for the Newfoundland Housing Corporation
MHA for the District of Burin-Placentia West
(709) 729-0660
(709) 729-0662 (fax)
dawnbrown@gov.nl.ca
OCT 29 2015

Mr. Barry Furlong
Royal Canadian Legion, Branch 56
P.O. Box 175
St. John’s, NL
A1C 5J2

Dear Mr. Furlong:

Your application was reviewed for consideration under the Inclusion Grant program (Accessibility Grants) as funded by the Department of Seniors, Wellness and Social Development. I am pleased to advise you that the application for the Royal Canadian Legion, Branch 56 has been approved for funding under the Inclusion Grant Program in the amount of $25,000.

As indicated on the application form, you are required to comply with all applicable legislative requirements, including those related to safety, electrical, and accessibility.

Please note that requirements of the Buildings Accessibility Act and Regulations are provided as a minimum standard. See link: http://www.servicenl.gov.nl.ca/licenses/building

Pre- and post-inspections may be required depending on your type of project. These inspections are provided by Newfoundland and Labrador Housing Corporation, whose representatives can assist you in designing the greatest level of access feasible.

Two copies of the contract are included for your signature. Please sign both copies and return one to Susan Tobin, Inclusion Grants, Seniors, Wellness and Social Development, P.O. Box 8700, St. John’s, NL, A1B 4J6 by November 13, 2015. Keep one copy for your records.

If you have any questions, please contact Susan Tobin by telephone at (709) 729-6048, 1-888-729-6279, TTY: 1-888-729-5440; or by email at inclusiongrants@gov.nl.ca.

Sincerely,

CLYDE JACKMAN, MHA
Burin – Placentia West
Minister

Attachment

c. Susan Tobin, Policy & Program Development Specialist, SWSD
Inclusion Grants
Agreement with Organization

This Agreement is made at St. John's, in the Province of Newfoundland and Labrador, on OCT 29 2015

Between: Her Majesty in Right of Newfoundland and Labrador, as represented by the Minister for the Department of Seniors, Wellness and Social Development ("The Department")

And: Royal Canadian Legion, Branch 56 ("The Organization")

(collectively referred to as the "Parties")

Whereas the Organization has requested Inclusion Grants funding from the Department;

And Whereas the Department has agreed to provide Inclusion Grants funding to the Organization

Now Therefore the Parties mutually agree to the following:

1.0 The Organization's Obligations

1.1 The Organization agrees to do all things necessary to fulfill all obligations as set out in Schedule “A” - Scope of Work ("the Work"), which is attached hereto and incorporated by reference herein. The Work will be performed/provided by the Organization to the satisfaction of the Department.

1.2 The Organization, before starting construction, will obtain all required permits and/or approvals from provincial, federal and municipal governments, as applicable, including those for buildings accessibility, fire and life safety, development control and any others that may be required (Applies to Accessibility Grants stream of Inclusion Grants).

2.0 Payment

2.1 Consideration
It is agreed and understood that grant payments will be made as outlined in the attached Schedule “B”, which is attached hereto and incorporated by reference herein.

2.2 Payment General
b. The Organization is obligated to complete the Work even if the actual costs exceed the approved funding amount.

c. All invoices will clearly show the amount of HST billed by the Organization as a separate item. The Organization will change any invoice format or use an invoice template provided by the Department if this is needed for internal accounting systems.

d. The Organization agrees that each invoice will clearly show and identify the Work which is being charged to the Department. The organization will provide supporting documentation as required by the Department of Seniors Wellness and Social Development.

e. The Department will not be responsible to pay any amounts invoiced by the Organization which may arise from work, services or expenses incurred to fix errors or omissions in the Work for which the Organization is responsible (as per Schedule “A”).

f. The Organization shall return to the Department all grant funding it received if the Work upon inspection does not comply with the requirements as set out in Section 1.1 of this Agreement and if the Organization does not comply within twelve months of written notification of not being in compliance (Applies to Accessibility Grants stream of Inclusion Grants).

3.0 Third Party Liability

3.1 The Organization agrees that, in performance of its obligations outlined in Schedule “A” to this Agreement, neither the Organization nor any person employed by or acting on behalf of the Organization will be deemed an officer, servant or agent of the Province. The Organization will act throughout as an independent service provider.

3.2 The Department will not be liable for any death or injury of any kind to any person or persons. The Department will also not be liable for any loss of or damage to property caused by any act or omission of the Organization, its servants or agents in fulfilling the obligations of this Agreement.

3.3 The Department is exempt from any and all claims, demands, losses, costs, debts, damages, expenses, actions, suits or other proceedings and all liability arising in connection to this Agreement which result from the acts or omissions of the Organization in the performance of the Work under this Agreement.

4.0 Entire Agreement

4.1 No amendment or modification of this Agreement will be valid unless it is in writing and signed by both parties.
4.2 This Agreement with the attached Schedules A and B constitutes the entire Agreement between the Parties and replaces and supersedes all other and prior agreements, undertakings, negotiations and discussions between the Parties.

5.0 Termination

5.1 This Agreement shall be concluded on the earlier of February 28, 2016 or when the Work approved has been completed to the satisfaction of the Department of Seniors, Wellness and Social Development, including passing inspection(s) where relevant, and the payments as stipulated in Schedule “B” in the Agreement have been issued to the Organization.

Signed at St. John’s, in the Province of Newfoundland and Labrador

[Signature]
Minister
Department of Seniors, Wellness and Social Development

[Signature]
Witness

[Signature]
Department of Seniors, Wellness and Social Development

[Signature]
Witness

Signed at __________________________, in the Province of Newfoundland and Labrador

[Signature]
Organization’s Signing Officer

[Signature]
Witness

[Signature]
Organization’s Signing Officer

[Signature]
Witness
Schedule A

SCOPE OF WORK

Royal Canadian Legion, Branch 56 will complete the work as outlined in the project description attached for an accessible ramp for the fire exit.
Schedule B
Payments

Royal Canadian Legion, Branch 56 will be paid $25,000 in accordance with the following payment schedule:

Payment in a grant form:

- 80% payment when the Department of Seniors, Wellness and Social Development has received signed contract from the Organization, and is to be received by Department of Seniors, Wellness and Social Development no later than **November 13, 2015**.

- 20% holdback payment upon receipt of:
  - original itemized receipts and invoices for the completed work;
  - verification of work satisfactory to the Department of Seniors, Wellness and Social Development including passing inspection(s), where relevant; and
  - final project report including financial report

- All documents pertaining to release of the 20% holdback must be received by Department of Seniors, Wellness and Social Development no later than **February 28, 2016**.
10. Please provide a brief description of the proposed project. Include what is hoped to be accomplished and how it will enhance inclusion. If available, please attach drawings or pictures of areas/features of the built environment to be enhanced. (Attach separate sheets as needed.)

**Accessibility Ramp**

The Royal Canadian Legion is seeking to install a ramp to our exterior fire exit from the upstairs banquet hall.

Currently the only accessibility we have to our main hall for those with disabilities is a wheelchair ramp located on the interior of the building.

Providing this ramp to the fire exit ensures the safety of those patrons of our facility. Not only will it be used to help make our building more accessible but it will also ensure we have a safe and reliable exit in case of fire or emergency to those that require its use.
### Invoice Overview (GOVT_AP_INV_INQ_TCOR)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading Partner</td>
<td>ROYAL CANADIAN LEGION (GR 56 STJ)</td>
</tr>
<tr>
<td>Supplier Num</td>
<td>0031838667</td>
</tr>
<tr>
<td>Invoice Num</td>
<td>IG-22</td>
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REQUEST FOR PAYMENT
DEPARTMENTAL INTERNAL INVOICE

Department: SWSD  Division: Disability Policy Office

Date: November 16, 2015  Invoice #: IG-22

Vendor Name: ROYAL CANADIAN LEGION (BR 56 STJ)

Vendor Address/Pay Site: PO Box 175 Pleasantville Branch
St John's, NL A1C 5J2

Vendor Number: 0031838667

Authority (i.e. TBM, MC, Contract): Grant

Accounting Distribution: 1915 130 62G0 1061

Amount: $ 20,000.00 (HST) 0.00 Total: $ 20,000.00

Requestor (Please Print Name): Roger McGrath

Requestor Signature: ________________________________

Description and/or Explanation of Payments:
Inclusion Grant 2015 - 80% of total payment

Please complete all sections of the form for invoice processing at Corporate Financial Services (CFS) and scan with all related information and attachments to unlinvoices@gov.nl.ca

If this is a Priority Payment please state in the subject line of the email to CFS.
When would you like to meet?

From: Tobin, Susan
Sent: Tuesday, March 08, 2016 9:49 AM
To: Roberts, Linda
Cc: Tobin, Susan
Subject: FW: Inclusion Grant - Royal Canadian Legion Branch 056

Hi Linda: here is a pre-inspection for the chart and sending on to the contact with the Legion. Can we meet re grants today?

Susan

From: Corina Crocker [mailto:cmcrocker@nlhc.nl.ca]
Sent: Wednesday, January 27, 2016 2:22 PM
To: Tobin, Susan
Subject: FW: Inclusion Grant - Royal Canadian Legion Branch 056

Hi Susan,

Here is our scope of work.

Corina

Corina M. Crocker | Manager, Home Assistance Programs
NL Housing • P.O. Box 220, 2 Canada Drive
• St. John’s, NL • Canada
(p) 709 724 3038
cmcrocker@nlhc.nl.ca
www.nlhc.nl.ca

Follow us online!

From: Natalie J. Langor
Sent: January-27-16 2:16 PM
To: Corina Crocker
Cc: Grayson Kelly; Sherry Tulk
Subject: Inclusion Grant - Royal Canadian Legion Branch 056

Hi Corina:
Please see attached scope of work for The Royal Canadian Legion Branch 056, ramp installation.

Sec. 40 (1)

Mr. Barry Furlong (753-9820), the contact there, is looking for a firm consent to proceed with the work. He has contacted the Department of Seniors, Wellness and Social Development however, no one has given him any clear direction to proceed. He is concerned that he will fail to meet the timeline set out in his paperwork. Is it possible for someone to reach out to him to advise of an official approval.

Please don’t hesitate to ask if you require anything further,

Natalie

Natalie Langor | Engineering Technician
NL Housing • P.O. Box 220, 2 Canada Drive • St. John’s, NL • Canada
(p) +1 709 724 3346 • (c) +1 709 697 4376 • (f) +1 709 724 3037
nlangor@nlhc.nl.ca

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Definitions

NOTE: All definitions listed below refer to the property or item listed as inspected on this report at the time of inspection.

A Acceptable Item is in sufficiently good condition or works well enough to not require work under the PHRP
NP Not Present Item does not exist at this property
NI Not Inspected Item was unable to be inspected for reasons such as: safety, lack of power, no access, or disconnected at time of inspection.
E Emergency Item must be repaired for the client to be able to remain in house.
C Critical Item should be repaired as soon as possible although the client may remain in the house.
M Modernization Item needs repair but is not an emergency or critical and does not qualify for grant dollars. A loan may be offered to the client under certain circumstances.
D Disabled Item intended to enhance the accessibility of the home for disabled persons.

General Information

Client Information

Client Name Royal Canadian Legion, Branch 056
Client Address 930 The Boulevard, Pleasantville
Town St. John's Province NL Postal Code
Phone (709)753-9820 Fax
Contact Name Barry Furlong
Fax
Referral By Phone Agency Contact Phone Number
E-Mail

Office Information

Inspector Name
Company Name Newfoundland and Labrador Housing Corporation
Company Address 2 Canada Drive
City St. John's Province NL Postal Code A1C 5J2
Phone (709)724-3346 Fax
E-Mail njlangor@nlhc.nl.ca

WO Number N/A Client Number
MGA $25,000.00 TDS
Application Date: Inspection Date 01/13/2016

Conditions

Temperature
Weather
Building Type
Estimated Age
Size of House (perimeter)
Disabled Modifications

**Ramps**

| A | N | P | N | I | E | C | M | D |

1. ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

**Material** Provide new ramp at rear of building as per DWG D10-1 A, D10-1B (ramp on concrete piers). Ramp shall have a slope of not more than 1:12. The ramp is to wrap around and terminate at entrance to second floor banquet room, reference engineering drawings (Tiller Engineering Inc.) supplied by Branch 056. Contractor is to ensure that upper landing is flush with door threshold and that entire surface is level post-construction.
Cost Estimate Summary

Client Name: Royal Canadian Legion, Branch 056
Property Address: 930 The Boulevard, Pleasantville
                   St. John's, NL

Repair Total

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<th>Items Recommended for Replacement</th>
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Replacement Total

Cost Estimate Total $ 60000
Disabled Summary

Provide a price to complete the work summarized below. All work is to be completed in accordance with the General Requirements and the requirements of all Authorities Having Jurisdiction.

Disabled Modifications

1. Ramps Material: Provide new ramp at rear of building as per DWG D10-1 A, D10-1B (ramp on concrete piers). Ramp shall have a slope of not more than 1:12. The ramp is to wrap around and terminate at entrance to second floor banquet room, reference engineering drawings (Tiller Engineering Inc) supplied by Branch 056. Contractor is to ensure that upper landing is flush with door threshold and that entire surface is level post-construction.
ALL RAMPS SHALL:

1. HAVE A LEVEL SURFACE/LANDING MINIMUM 100 x 1000mm (3 x 58) AT THE TOP AND BOTTOM AND AT INTERMEDIATE LEVELS OF THE RAMP. LANDINGS LEADING TO DOORS SHALL EXTEND A MINIMUM OF 600mm (24") BEYOND THE LATCH SIDE OF DOORS SWINGING TOWARD THE RAMP AND A MINIMUM OF 300mm (12") BEYOND THE LATCH SIDE OF DOORS SWINGING AWAY FROM THE RAMP.

2. HAVE A LEVEL AREA OF NOT LESS THAN 100mm (3") LONG AND AT LEAST THE SAME WIDTH AS THE RAMP.
   (A) AT INTERVALS OF NOT MORE THAN 9 METERS (30') ALONG ITS LENGTH.
   (B) WHERE THERE IS A CHANGE IN DIRECTION OF THE RAMP, A MINIMUM LEVEL AREA OF 150 x 1500mm (5 x 58)

3. BE EQUIPPED WITH HANDRAILS AS FOLLOWS:
   (A) EVERY RAMP SHALL HAVE A HANDRAIL ON BOTH SIDES OF ITS ENTIRE LENGTH, EXCEPT WHERE INTERRUPTED BY DOOR OPENINGS.
   (B) HANDRAILS SHALL BE CONTINUOUSLY GRASPABLE ALONG THEIR ENTIRE LENGTH WITH NO OBSTRUCTIONS OR ON ABOVE THEM WHICH WILL BREAK A HANDHOLD.
   (C) SUPPORT FOR RAILS TO BE ABLE TO RESIST A FORCE OF AT LEAST 1.3m (4.3') APPLIED IN ANY DIRECTION.
   (D) HANDRAILS SHALL TERMINATE IN A MANNER THAT WILL NOT OBSTRUCT TRAVEL OR CAUSE A HAZARD AND EXTEND NOT LESS THAN 300mm (12") BEYOND THE TOP AND BOTTOM OF THE RAMP.

4. HAVE A SLIP RESISTANT SURFACE BY MEANS OF SLIP RESISTANT STRIPS.

5. BE CONSTRUCTED WITH PRESSURE TREATED MATERIAL.

6. HAVE CROSS BRACING WHEN HEIGHT OF RAMP IS MORE THAN 800mm (28") ABOVE FINISHED GRADE. BLOCKING BETWEEN CROSS BRACING TO BE SECURED WITH 3mm (1") GALVANIZED BOLT.

GUARDS:
WHERE THE HEIGHT OF THE LANDING IS MORE THAN 600mm (24") ABOVE THE FINISHED GRADE, THE GUARD AND LANDINGS SHALL HAVE A WALL OR WELL-SECURED GUARD ON EACH SIDE. THE GUARD CONSISTS OF 38x38mm (2"x2") VERTICALS, SPACED @ 4" O.C. OR 38x50mm (2"x2") TOP AND BOTTOM RAILS, IT SHALL BE NOT LESS THAN 1200mm (4') HIGH MEASURED FROM THE TOP OF THE GUARD TO THE SURFACE OF THE RAMP OR LANDING. THE GUARD SHALL BE DESIGNED TO DISCOURAGE CLIMBING.
WHERE THE HEIGHT OF THE LANDING IS LESS THAN 600mm (24") ABOVE THE FINISHED GRADE, THE GUARD MAY BE OMITTED.

SECTION ACROSS RAMP
INSPECTION REPORT

FILE NO. 

PROJECT NAME: Royal Canadian Legion, Branch 56

ADDRESS: 

CONTRACTOR: 

ORIGINAL COMPLETION DATE: 
REVISION COMPLETION DATE: 

RE-INSPECTION REQUIRED: NOTIFY HOUSING WHEN THE FOLLOWING DEFICIENCIES HAVE BEEN CORRECTED

DEFICIENCIES, REMARKS, APPROVALS GRANTED, MINUTES OF JOB MEETINGS AND ACTION REQUIRED

A. GENERAL

ARRIVAL ON SITE: 
DEPART SITE: 
WEATHER: 
WORKERS ON SITE: 
MATERIALS EQUIPMENT ON SITE: 

B. DESCRIPTION OF WORK

(Work completed according to scope and submitted drawings)

No deficiencies noted

C. SAFETY

(Steps or actions have been taken to improve and maintain safety and health. All work will be in conformance with applicable safety regulations.)

+ [ ] Safety audits performed, including date and details

---

HELD FOR DEFICIENCIES

CONTRACTOR: 
DATE: 

TECHNICIAN/INSPECTOR: 
DATE: 2016-03-16

PROJECT MANAGER: 
DATE: 

TEAM LEADER ENGINEERING: 
DATE: 

REGIONAL DIRECTOR MANAGER: 
DATE: 

WHEN SATISFACTORY CORRECTIVE MEASURES HAVE BEEN MADE TO IDENTIFY AND ELIMINATE ALL EXISTING OR POTENTIAL DEFICIENCIES, THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT THE WORK IS PERFORMED IN ACCORDANCE WITH THE SPECIFICATIONS AND DRAWINGS. THE WORK SHOULD BE INSPECTED BY YOUR STAFF PRIOR TO FURTHER INSPECTIONS BY HOUSING TO ENSURE THERE ARE NO OTHER OUTSTANDING ITEMS.
Good afternoon Susan, the ramp installation is complete. The inspection was completed last week by an inspector (Natalie) from NL housing. On behalf of the RCL Br 56, I thank you and your department for your support with this project.

Regards
Barry Furlong
Treasurer
RCL Br 56

Sent from my iPad

On Mar 8, 2016, at 9:56 AM, Tobin, Susan <SusanTobin@gov.nl.ca> wrote:

Hi Linda: here is a pre-inspection for the chart and sending on to the contact with the Legion. Can we meet re grants today?

Susan

From: Corina Crocker [mailto:cmcrocker@nlhc.nl.ca]
Sent: Wednesday, January 27, 2016 2:22 PM
To: Tobin, Susan
Subject: FW: Inclusion Grant - Royal Canadian Legion Branch 056

Hi Susan,

Here is our scope of work.

Corina

Corina M. Crocker | Manager, Home Assistance Programs
NL Housing • P.O. Box 220, 2 Canada Drive
• St. John’s, NL • Canada
(p) 709 724 3038
cmcrocker@nlhc.nl.ca
www.nlhc.nl.ca
From: Natalie J. Langor  
Sent: January-27-16 2:16 PM  
To: Corina Crocker  
Cc: Grayson Kelly; Sherry Tulk  
Subject: Inclusion Grant - Royal Canadian Legion Branch 056

Hi Corina:

Please see attached scope of work for The Royal Canadian Legion Branch 056, ramp installation. [Sec. 40 (1)]

Mr. Barry Furlong (753-9820), the contact there, is looking for a firm consent to proceed with the work. He has contacted the Department of Seniors, Wellness and Social Development however, no one has given him any clear direction to proceed. He is concerned that he will fail to meet the timeline set out in his paperwork. Is it possible for someone to reach out to him to advise of an official approval.

Please don’t hesitate to ask if you require anything further,

Natalie

Natalie Langor | Engineering Technician  
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(p) +1 709 724 3346 • (c) +1 709 697 4376 • (f) +1 709 724 3037  
njlangor@nlhc.nl.ca

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<D10- 01 - Wooden Ramp on Concrete Piers.pdf>
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Accounted: Processed
Distribution Class: Saved
Associated Charges: 0

Account Description: 001:NP:V:SGD - Disability Policy - Current - Grants, Allow, & S:SGD - Disability Policy - Miscellaneous Grants A
REQUEST FOR PAYMENT
DEPARTMENTAL INTERNAL INVOICE

Department: SWSD
Division: Disability Policy Office

Date: March 24, 2016
Invoice #: IG-22MAR16

Vendor Name: ROYAL CANADIAN LEGION (BR 56 STJ)
Vendor Address/Pay Site: PO Box 175 Pleasantville Branch
St John's, NL A1C 5J2

Vendor Number: 0031838667

Authority (i.e. TBM, MC, Contract): Grant

Accounting Distribution: 1915 130 62G0 1061

Amount: $ 5,000.00 (HST) 0.00 Total: $ 5,000.00

Requestor (Please Print Name): Roger McGrath
Requestor Signature: __________________________

Description and/or Explanation of Payments:
Inclusion Grant 2015 -2016 Final 20% payment

Please complete all sections of the form for invoice processing at Corporate Financial Services (CFS) and scan with all related information and attachments to gnlinvoices@g.gov.nl.ca

If this is a Priority Payment please state in the subject line of the email to CFS.

OCG 608