



Canadian
Heritage

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Canada



Building Communities Through Arts and Heritage

Component I — Local Festivals
Guide

Updated July 2012



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Building Communities Through Arts and Heritage — **Introduction**

Every year, all across the country, Canadians enrich local community* life by organizing and participating in arts and heritage* activities such as festivals*, commemorative events and legacy projects.

The Government of Canada's *Building Communities Through Arts and Heritage* program supports local arts and heritage festivals, commemorations* and legacy projects that encourage community engagement* through the active involvement of volunteers*, community partners, local artists*, artisans*, heritage specialists or performers and the local population at the event.

PROGRAM OBJECTIVE

To engage* citizens in their local communities* through performing and visual arts, as well as through the expression, celebration, and preservation of local historical heritage*.

EXPECTED RESULTS

- Local* citizens are provided with opportunities to engage* in their communities* through local arts and heritage*
 - Local partners within the community provide support to funded local festival*, community anniversary and/or legacy projects
 - Local citizens have opportunities to be exposed to local arts and heritage
 - Local artists*, artisans* and/or heritage performers are provided with opportunities to engage in their communities through local arts and heritage
-

PROGRAM COMPONENTS

The *Building Communities Through Arts and Heritage* program funds projects through three separate components. These components are administered independently and have separate guidelines and application forms.

Component I — Local Festivals

This component provides funding of up to 100 percent of eligible expenses to a maximum of \$200,000 for **recurring festivals*** that:

- are organized locally*
- actively involve members of the local community* (e.g., volunteering)*
- are intended for the general public
- are barrier-free, easily accessed and appropriately promoted
- present the work of local artists*, artisans*, or heritage* specialists or performers

* For definitions of terms associated with the Program, please see the glossary at the end of the document.

Component II — *Community Anniversaries*

This component provides funding of up to 100 percent of eligible expenses to a maximum of \$200,000 for **non-recurring events, related activities, and minor capital projects** that:

- commemorate a significant local historical event* or pay tribute to a significant local historical personality*
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- are organized locally
- actively involve members of the local community (e.g., volunteering)
- are intended for the general public
- are barrier-free, easily accessed and appropriately promoted
- present the work of local artists, artisans, heritage specialists or performers

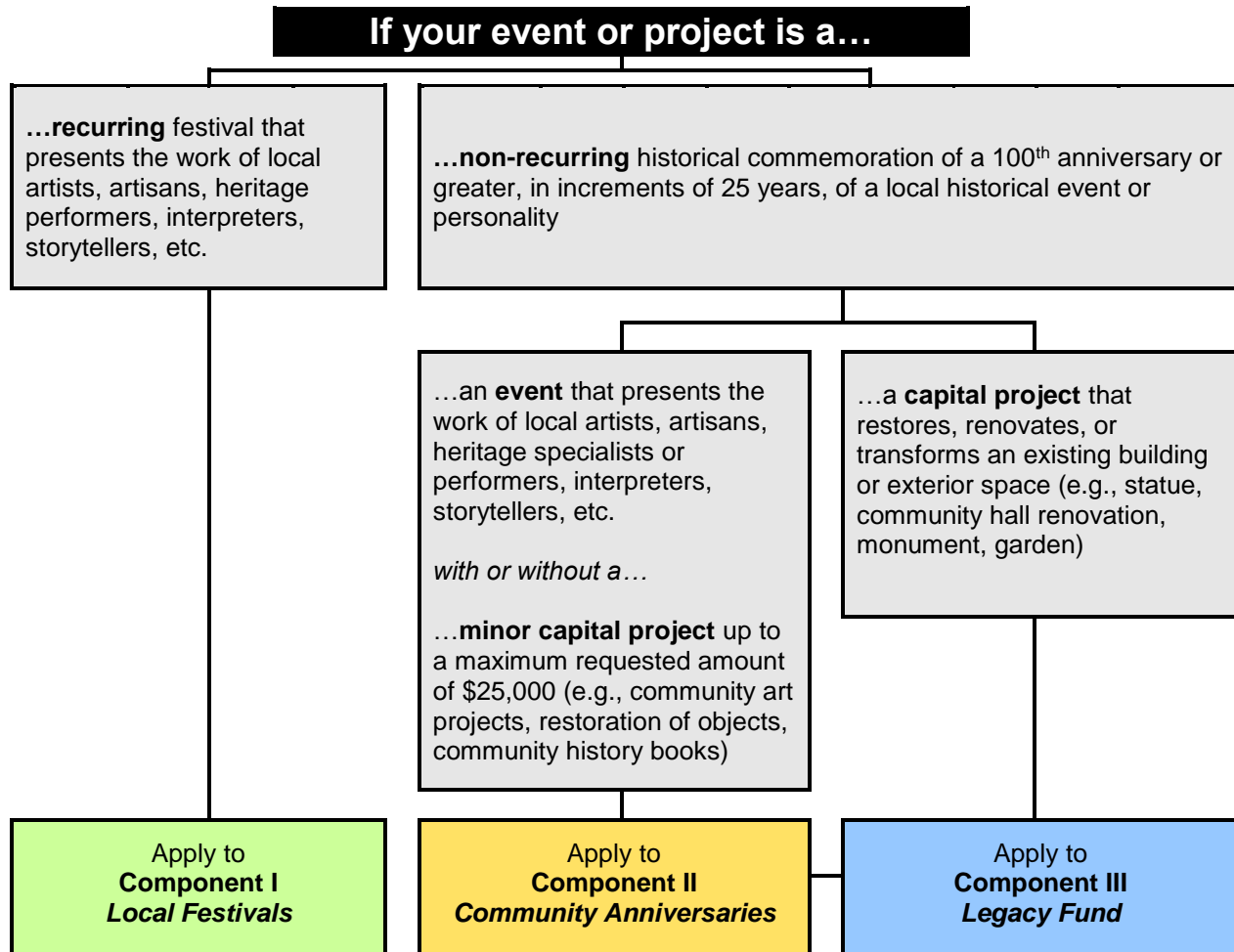
Component III — *Legacy Fund*

This component provides funding of up to 50 percent of eligible expenses to a maximum of \$500,000 for community **capital projects** that:

- commemorate a significant local historical event or pay tribute to a significant local historical personality
- mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th)
- transform existing buildings or exterior spaces
- actively involve members of the local community (e.g., volunteering)
- are intended for the general public
- are barrier-free, easily accessed and appropriately promoted
- present the work of local artists, artisans, heritage specialists or performers

** For definitions of terms associated with the Program, please see the glossary at the end of the document.*

TO WHICH PROGRAM COMPONENT SHOULD YOU APPLY?



NOTE: If you are planning to apply for a capital project of the following type - a statue, monument, fountain, garden, permanent exhibition, public art installation, mural - please contact the *Legacy Fund* to discuss whether the project fits best with the *Community Anniversaries* or *Legacy Fund* component. Please call 1-866-811-0055 and ask to speak to a Program Officer working in the *Legacy Fund* component of *Building Communities Through Arts and Heritage*.

* For definitions of terms associated with the Program, please see the glossary at the end of the document.

Guidelines for Component I — *Local Festivals*

The *Local Festivals* component provides funding to local groups for expenses related to the presentation of the work of local artists*, artisans* or heritage* performers in recurring festivals* that are primarily focused on performing and visual arts and/or heritage activities and promote and encourage community engagement*. This component supports local festivals that actively involve citizens in their local communities, through volunteerism*, participation* with community partners and interaction with artists.

Successful applicants may receive up to 100 percent of eligible expenses to a **maximum of \$200,000**. Please note that *Building Communities Through Arts and Heritage* is a highly competitive program and the demand exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support.

APPLICATION DEADLINES

If your festival starts between April 1, 2013 and August 31, 2013 the deadline for application is September 30, 2012.

Please note **new** deadlines starting in January 2013.

If your festival starts between September 1 and December 31 the deadline for application is January 30 of that same calendar year.

If your festival starts between January 1 and June 30 the deadline for application is April 30 of the previous calendar year.

If your festival starts between July 1 and August 31 the deadline for application is September 30 of the previous calendar year.

WHO CAN APPLY?

To be **eligible** for funding from the *Local Festivals* component, your group must be a community-based group that is one of the following:

- a local* non-profit incorporated organization
- a local unincorporated non-profit group*
- a local band council, local tribal council or other local Aboriginal government (First Nations, Inuit, or Métis) or equivalent organizations

In addition, your group must:

- encourage local community engagement* through activities that promote, celebrate, and preserve local performing and visual arts or local heritage*

* For definitions of terms associated with the Program, please see the glossary at the end of the document.

- have successfully organized a prior edition of the festival*, during the last two years, that met all the eligibility requirements listed in the section *What projects are eligible?*
-

WHO CANNOT APPLY?

- individuals
 - for-profit entities
 - federal, provincial, municipal or territorial governments, their agencies, boards or commissions
 - educational institutions including universities, colleges and school boards, public libraries, hospitals
 - groups with an exclusively provincial/territorial, national, or international mandate
 - groups whose complete final reports for festivals*, events, or projects previously funded by *Building Communities Through Arts and Heritage* have not been received by the Department
-

WHAT PROJECTS ARE ELIGIBLE?

To be **eligible** for funding from the *Local Festivals* component, your festival* must:

- actively encourage local community engagement* through volunteerism* and involvement in the planning, management or ongoing operations of the festival, by providing opportunities for local artists* to interact with the community
 - present local performing artists and/or the work of local creators and/or aspects of local heritage* as a primary component*
 - be intended for the general public
 - be barrier-free, easily accessed and appropriately promoted
 - demonstrate funding, in-kind* and/or organizational support from the local community
 - provide written confirmation of financial or other tangible support from the municipal government or equivalent authority for the project
 - present eligible activities for more than one calendar day and within a period of 28 consecutive days. If your festival is part of a larger festival, this larger festival must also occur within a period of 28 consecutive days.
-

WHAT PROJECTS ARE NOT ELIGIBLE?

- festivals* that are not primarily* focused on performing and visual arts and/or heritage* activities
- festivals that forecast a deficit
- festivals or activities whose primary purpose is fundraising or competition*
- projects that receive financial support under the *Canada Arts Presentation Fund*, or components of the *Celebration and Commemoration Program* of the Department of Canadian Heritage
- festivals and activities celebrating Canada Day (July 1), National Aboriginal Day (June 21), Saint-Jean-Baptiste Day (June 24), or Canadian Multiculturalism Day (June 27)

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- festivals and activities celebrating the national days, historical events or personalities of other countries or projects taking place outside Canada
- festivals and activities that are primarily intended for sports or recreation
- projects on the land of grave sites or cemeteries
- any activities presented by performing and visual arts or heritage groups or organizations (e.g., theatre or music organizations, museums, art galleries) that are assessed to be part of, or an extension of, their regular, ongoing performance or exhibition program
- festivals and activities of a primarily religious, political, or commercial nature, including food sales, art and craft sales, or book fairs
- conferences, workshops, and other activities that are not intended for the general public

If your festival does not meet the Program's requirements, please visit the Funding Opportunities section of our website for more funding options by clicking [here](#).

WHAT EXPENSES ARE ELIGIBLE?

The Program funds expenses that are directly linked to activities that encourage and promote community engagement* and that reflect the expected results of the Program, through the presentation of local* performing and visual arts and/or heritage* activities. Some examples include:

- costs of recruiting, training, supporting and recognizing local volunteers *(e.g., food, non-alcoholic beverages, distinctive clothing)
- fees and expenses for local artists*, artisans*, and performers of local heritage* activities
- fees and expenses related to the exhibition of artwork by local artists and artisans
- fees related to copyright and other related permits except for alcohol
- costs of publicity aimed at the local population
- presentation expenses, including equipment rental costs (e.g., rental of costumes, lighting, sound equipment, tents)
- logistical expenses (e.g., traffic barriers, portable toilets, garbage bins)
- venue rental and set-up costs
- cost of insurance for eligible activities
- expenses related to financial audits when one is required by the Department
- expenses related to environmental assessments when one is required by the Department

Applicants who incur expenses for a project before receiving written confirmation of their funding approval do so at their own risk. Even if a project is approved, the Department cannot fund expenses incurred before the application deadline.

Example: You are running a festival* that celebrates local artists and musicians. The project has total eligible expenses of \$15,000. However \$5,000 of the materials were purchased before your completed application is submitted. You are therefore allowed to apply for up to 100 percent of \$10,000 only or a maximum of \$10,000.

** For definitions of terms associated with the Program, please see the glossary at the end of the document.*

WHAT EXPENSES ARE NOT ELIGIBLE?

- operating expenses of your group (e.g., salaries, travel, office equipment or furniture, vehicles)
- fees and expenses for non-local artists*, artisans*, or heritage* performers
- commissioned or purchased artworks or crafts
- creation, production and/or distribution of souvenirs*
- costs related to repairing or restoring artworks or crafts
- creation costs for a performance (e.g., writing, artistic direction, rehearsals), artwork, exhibition, multi-media work, or any activity that produces a tangible result (e.g., commemorative plaques, costumes, showcases, parade floats)
- creation expenses and/or commission of non-tangible works of art including theatre, music, and dance works
- expenses related to competitions* (e.g., purchase of prizes, expenses of jury members)
- food and beverages, other than those allowed for volunteers*
- purchase of equipment and capital expenses (e.g., computers, stage equipment, risers, lighting, sound equipment)
- publicity beyond the local community*
- costs related to the research, planning and production of books and exhibitions
- security or paramedic services
- fireworks

LOCAL FESTIVALS AND THE CANADIAN ENVIRONMENTAL ASSESSMENT ACT

Consistent with its commitment to sustainable development through all of its policies and programs, the Department of Canadian Heritage requires that applications to *Building Communities Through Arts and Heritage* be subject to the rules and regulations of the *Canadian Environmental Assessment Act*.*

1. Your application to the *Local Festivals* component must include a completed *Building Communities Through Arts and Heritage Environmental Assessment Exclusion Questionnaire* which is available online and is available from the Program. Please consult the Contact List in this Guide.

2. The information requested in the *Exclusion Questionnaire* is used to determine whether a project will require an environmental assessment under the *Canadian Environmental Assessment Act*. Some examples of situations that may require an environmental assessment are:

- the construction of an exterior, temporary exhibition structure
- the presentation of activities in a national park, national park reserve, national historic site, or on a First Nations Reserve
- the presentation of activities located within 30 meters of a body of water

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If an environmental assessment is required for your project, your group will have to communicate with an officer of Public Works and Government Services Canada (PWGSC) to complete the process and to confirm your eligibility for funding from the *Building Communities Through Arts and Heritage* program. The environmental assessment will determine the nature and extent of any adverse environmental consequences that could result from the project, and the mitigation measures that may be necessary to complete the project as planned.

HOW ARE APPLICATIONS EVALUATED?

The Department of Canadian Heritage will assess your application based on the following three evaluation sections:

1. Community engagement* (50 percent)
2. Exposure of local* arts and heritage* in the community (30 percent)
3. Management capacity including a reasonable project budget and the results of the previous festival* (20 percent)

Some of the specific factors to be considered include:

- the number of volunteers* involved in your festival
- the contribution of volunteers and other members of your community to the planning, implementation, and evaluation of your festival
- the number of community partners involved in your festival (e.g., community associations, historical societies, service clubs, local businesses, individuals)
- the degree to which your community partners actively participate in the festival
- the level of cash and the nature of in-kind* support from your community partners
- the number of local artists*, artisans*, and performers of local heritage* involved in your festival
- the degree to which you feature your local artists, artisans and heritage performers
- the degree to which your festival provides opportunities for interactive activities between the broader community and the local artists, artisans and heritage performers
- how you demonstrate that your festival is intended for the general public and the level of participation* of the local community
- how you demonstrate that your festival is barrier-free, easily accessed and appropriately promoted
- the reasonableness of your budget and the capacity of your organization to manage the festival
- the degree to which the objective of the *Building Communities Through Arts and Heritage* program was met by previously funded projects

The assessment process takes into account the size of your geographic community and may include an examination of your website, media coverage of your festival and/or your group and its activities, and other public documents. Funding decisions are based on the number and quality of requests received for each deadline. Applicants must pass each of the three evaluation sections in order to be approved for funding.

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APPLICATION PROCESSING TIME

The Department of Canadian Heritage will send you a letter of acknowledgment within two weeks of receipt of your application. If you do not receive an acknowledgment after that period, please contact your Regional Office.

The goal is to issue official written notification of funding decisions within 26 weeks of the Program's application deadline dates. Processing time will vary depending on the overall demand for funding, as well as the nature and complexity of each proposal. All applicants will be notified in writing about the results of their application.

IF YOU RECEIVE FUNDING

The maximum funding for any one event from the *Local Festivals* component is \$200,000.

For funding amounts of \$50,000 or less, the Department of Canadian Heritage will determine if the funding will be disbursed as a grant* or as a contribution*. Funding amounts of more than \$50,000 are disbursed through a contribution agreement.

Some eligible expenses under the *Local Festivals* component may receive funding from other government sources (federal, provincial/territorial, municipal governments). The combination of financial assistance received from the *Local Festivals* component and other government sources cannot exceed 100 percent of the total eligible expenses of the festival*.

If your application is approved for a grant, your initial payment will be processed within 28 days of the Department's receipt of the signed Liability Waiver Form, by which you indemnify the Crown and all its employees from the results of the undertakings of your group.

If your application is approved for a contribution, your initial payment will be processed within 28 days of the Department's receipt of the signed contribution agreement and a request for payment. Please note that in the case of a contribution, a waiver of liability is included in the contribution agreement.

Recipients are strongly encouraged to obtain insurance to cover their own and their volunteers** activities within the context of the festival.

Recipients may be required to provide a revised budget and a monthly cash flow* for the duration of the project. If the Department determines that your project will require an environmental assessment consistent with the *Canadian Environmental Assessment Act*,* funding will be conditional on receipt and acceptance of the assessment report. In some cases, funding may also be conditional on the completion of steps to mitigate damage to the environment.

* For definitions of terms associated with the Program, please see the glossary at the end of the document.

All recipients must acknowledge funding from the Department of Canadian Heritage in promotional materials in a manner consistent with the guidelines found by clicking [here](#). Consult your Regional Office of the Department of Canadian Heritage for advice.

All recipients are required to submit a complete final report to the Department of Canadian Heritage. The report template is available on the Department's website.

Recipients of a contribution of \$200,000 are required to submit audited financial statements of their project.

The Department may undertake to monitor your festival by various means including site visits, email or telephone inquiries and/or a review of media coverage.

The historical accuracy and content of the project are solely the responsibility of the recipient.

HOW TO APPLY

USING THE INTERACTIVE FORMS

The Application Form and the Budget are available on the Department's website.

USING THE PAPER FORMS

If you wish to apply using the paper format, you can obtain a complete application package by contacting your Regional Office of the Department of Canadian Heritage. The Contact List is published in this Guide and is available on the website.

Step 1 – Complete the forms

Complete and provide signatures as required:

- Application Form Parts A to F (signatures required)
- Part G - *Unincorporated Applicant Acceptance of Liability* form (if applicable and signatures required)
- Part H - Application Checklist (signature required)
- Part I - *Local Festivals* Budget

Step 2 – Assemble the application package

Using the Application Checklist as a guide, assemble the application package. Be sure to include the duly signed Application Checklist itself in the application package. Please note that incomplete applications may not be assessed. In addition to the forms completed in Step 1, include the following documents, as per the Application Checklist:

* For definitions of terms associated with the Program, please see the glossary at the end of the document.

Incorporated applicants

- a copy of your organization's letters patent and documents of incorporation
- a copy of your organization's bylaws if this is your first application to *Building Communities Through Arts and Heritage* (not mandatory in Quebec)
- a copy of your organization's two most recent financial statements (audited if available)
- a list of your Board of Directors with a clear indication of which members are elected officials or employees of any level of government
- brochures, programs and reports from your last festival*

Unincorporated applicants

- a copy of your articles of association
- a copy of your two most recent financial statements (audited if available)
- brochures, programs and reports from your last festival

Step 3 – Submit the application to the Department

Applicants are responsible for sending their applications no later than the application deadline.

Choose only ONE of the following two means to submit your complete application including supporting material.

1. Email

Email all the items listed in Step 1 no later than the application deadline to the appropriate email address of the Regional Office of the Department of Canadian Heritage as specified in the Contact List, which is published in this Guide and is available on the website.

All scanned signatures on all emailed documents must be handwritten and legible. Emailed applications that do not have all the required signatures will be considered incomplete.

Proof that an applicant has respected this eligibility criterion is established as follows:

- Complete applications must be postmarked by the deadline date. When a submission deadline falls on a weekend or statutory holiday, it is extended to the following working day. The postmark provides proof of the date sent.
- The embedded “sent” date must be no later than 11:59 pm local time on the date of the application deadline.

Or

2. Mail, Courier or Hand-deliver

Mail, courier or hand-deliver all the items in Steps 1 and 2 no later than the application deadline to the appropriate mailing address of the Regional Office of the Department of Canadian Heritage as specified in the Contact List, which is published in this Guide and is available on the website.

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Mailed, couriered or hand-delivered applications that do not have all the required signatures will be considered incomplete.

Proof that an applicant has respected this eligibility criterion is established as follows:

- Complete applications must be postmarked by the deadline date. When a submission deadline falls on a weekend or statutory holiday, it is extended to the following working day. The postmark provides proof of the date sent.
- For mailed materials: the envelope must be postmarked no later than the application deadline.
- For couriered and hand-delivered materials: the envelope must be stamped and receipted in a Regional Office of the Department of Canadian Heritage no later than 5:00 pm local time on the date of the application deadline.

The Department of Canadian Heritage will send you a letter of acknowledgment within two weeks of receipt of your application. If you do not receive an acknowledgment after that period, please contact your Regional Office.

For any assistance you may require, please contact your Regional Office of the Department of Canadian Heritage.

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GLOSSARY

For the purpose of the *Local Festivals* component, the following definitions apply:

Artisan: Submissions featuring artisans must present arts and crafts (textiles, fashion, glass, wood, stone, folk art, floral art, etc.). Artisans from other areas, including food artisans who produce food for tasting, without a direct relation to local heritage tradition are not eligible under this Program because it is not a question of artistic activity, or activity within the local heritage.

Canadian Environmental Assessment Act:
An Act that ensures that the environmental effects of projects are carefully reviewed before federal authorities take action in connection with them so that projects do not cause significant adverse environmental effects.

Cash flow: A presentation of all anticipated revenue and planned expenses that will occur over the length of your project. At the beginning of your project, your cash flow presentation will forecast revenue and expenses to help you manage your funds. Over time your cash flow presentation will need to be updated to reflect the actual revenue and expenses.

Community: The persons residing in and sharing a common geographic area that is smaller than a province or territory.

Competition: A contest in which participants are evaluated or judged. The Program will not fund any activities that rank or grade participants, give prizes or ribbons (e.g., music/dance competitions, dog-sled racing, and agricultural competitions).

Contribution: A payment issued by the Department of Canadian Heritage to an

organization or group for a specific purpose, as outlined in a contribution agreement signed by the Department and the recipient. Recipients of a contribution are required to submit activity reports and revenue and expense reports.

Engagement: Identification of one's self as a part of a community; commitment to one's community.

Festival: A period of celebration that includes a number of local arts and/or heritage activities that are held in a particular geographic community.

Grant: A payment issued by the Department of Canadian Heritage to an organization or group for a specific purpose. An organization or group that receives a grant is not required to submit revenue and expense reports, but must submit a final report to the Department upon project completion.

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

In-kind support: Donated goods or services (by a third party or by the applicant) without expectation of compensation or remuneration. In-kind support is considered to be a real contribution to the total planned expenses, but is not reimbursable by the *Building Communities Through Arts and Heritage* program. Donated goods or services may be eligible if they:

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

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

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

Participation: The members of a community taking part in activities such as festivals, events or projects. This participation can take various

forms including donations of time, money, goods, services, etc.

Primarily arts and heritage: Arts and heritage are the main focus of the events rather than an accessory.

Souvenirs: Objects meant to commemorate events, people, places, or periods of time, that are produced in large numbers, either for sale, or free as promotional material. Examples include: pens, pins, snow globes, plates, miniatures, etc.

Unincorporated non-profit group: A group of at least three individuals who come together to conceive and carry out planned activities, operate on a cost recovery basis, and do not in any manner, distribute any income in excess of expenses to their members. Such a group is not a legal entity, nor is it necessarily permanent.

Venue: The place or site where activities occur (e.g., local theatre, park, school gymnasium, library, soccer stadium, farmer's field).

Volunteers: Individuals who of their own free will offer time, energy and skills with no expectation of monetary reward.

* For definitions of terms associated with the Program, please see the glossary at the end of the document.

CONTACT LIST

Atlantic Region

Moncton

1045 Main Street, Third Floor, Unit 106
Moncton, New Brunswick E1C 1H1
Email: pch-atlan@pch.gc.ca
Telephone: 506-851-7066
Fax: 506-851-7079
Toll-free: 1-866-811-0055

Halifax

1869 Upper Water Street
Old Red Store, Second Floor, Suite 200
Halifax, Nova Scotia B3J 1S9
Email: pch-atlan@pch.gc.ca
Telephone: 902-426-2244
Fax: 902-426-5428
Toll-free: 1-866-811-0055

Charlottetown

Jean Canfield Government of Canada Building
191 University Avenue, Second Floor
Charlottetown, Prince Edward Island C1A 4L2
Email: pch-atlan@pch.gc.ca
Telephone: 902-566-7188
Fax: 902-566-7186
Toll-free: 1-866-811-0055

St. John's

John Cabot Building
10 Barters Hill, Fifth Floor
P.O. Box 5879
St. John's, Newfoundland and Labrador
A1C 5X4
Email: pch-atlan@pch.gc.ca
Telephone: 709-772-5364
Fax: 709-772-2940
Toll-free: 1-866-811-0055

Quebec Region

Montreal

Guy-Favreau Complex
200 René Lévesque Boulevard West
West Tower, Sixth Floor
Montreal, Quebec H2Z 1X4
Email: pch-qc@pch.gc.ca
Telephone: 514-283-8592
Fax: 514-496-5001
Toll-free: 1-866-811-0055

Ontario Region

Toronto

150 John Street, Suite 400
Toronto, Ontario M5V 3T6
Email: pch-ontario@pch.gc.ca
Telephone: 416-954-0395
Fax: 416-954-0060
Toll-free: 1-866-811-0055

Prairies and Northern Region

North West Territories

Government of Canada Building
5101 - 50th Avenue, Suite 319
P.O. Box 460
Yellowknife, Northwest Territories X1A 2N4
Email: pnr.rpn@pch.gc.ca
Telephone: 867-766-8480
Fax: 867-766-8489
Toll-free: 1-866-811-0055

** For definitions of terms associated with the Program, please see the glossary at the end of the document.*

Saskatchewan

1975 Scarth Street, Suite 400
Regina, Saskatchewan S4P 2H1
Email: pnr.rpn@pch.gc.ca
Telephone: 306-780-7287
Fax: 306-780-6630
Toll-free: 1-866-811-0055

Winnipeg

240 Graham Avenue, Suite 510
P.O. Box 2160
Winnipeg, Manitoba R3C 3R5
Email: pnr.rpn@pch.gc.ca
Telephone: 204-983-3601
Fax: 204-983-5365
Toll-free: 1-866-811-0055

Victoria

428 - 1230 Government Street
Victoria, British Columbia V8W 1Y3
Email: wr-ro@pch.gc.ca
Telephone: 250-363-3514
Fax: 250-363-8552
Toll-free: 1-866-811-0055

Whitehorse

205 - 300 Main Street
Whitehorse, Yukon Y1A 2B5
Email: wr-ro@pch.gc.ca
Telephone: 867-667-3925
Fax: 867-393-6701
Toll-free: 1-866-811-0055

Western Region**Edmonton**

Canada Place
1630 - 9700 Jasper Avenue
Edmonton, Alberta T5J 4C3
Email: wr-ro@pch.gc.ca
Telephone: 780-495-3350
Fax: 780-495-4873
Toll-free: 1-866-811-0055

Vancouver

400 - 300 West Georgia Street
Vancouver, British Columbia V6B 6C6
Email: wr-ro@pch.gc.ca
Telephone: 604-666-0176
Fax: 604-666-3508
Toll-free: 1-866-811-0055

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