

## Debbie Caskenette

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**From:** Manon Levesque  
**Sent:** Thursday, July 29, 2021 10:00 AM  
**To:** Debbie Caskenette  
**Subject:** FW: United Way Centraide SDG Campaign Kickoff

September 10 is the preferred date.

Sincerely,

Manon L. Levesque, CMO  
City Clerk / Greffière municipale  
Manager, Clerk's Division / Directrice, Division du secrétariat  
Corporate Services / Services corporatifs  
The Corporation of the City of Cornwall  
360, rue Pitt Street, Cornwall, ON, K6J 3P9  
613-930-2787 ext 2316 Phone  
613-933-1860 Fax  
mlevesque@cornwall.ca

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**From:** Stephanie Lapointe <stephanie@unitedwaysdg.com>  
**Sent:** Thursday, July 29, 2021 9:44 AM  
**To:** Diane Brown <DBrown@cornwall.ca>; Manon Levesque <MLevesque@cornwall.ca>  
**Subject:** RE: United Way Centraide SDG Campaign Kickoff

[External E-mail]

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Hi Diane,

Thank you for confirming! Our preference for the flag raising would be Friday, September 10.

Have a wonderful day,  
Steph

**Stephanie Lapointe, she/her**



**United Way  
Centraide**  
Stormont, Dundas  
& Glengarry

**Campaign & Communication Coordinator**

T: 613-932-2051 x21 | M: 613-806-6450 | [stephanie@unitedwaysdg.com](mailto:stephanie@unitedwaysdg.com)

55 Water St. W, Suite 240, Cornwall, ON K6J 1A1

<https://unitedwaysdg.com/giving/ways-to-give/>



*Together, we are possibility*

**From:** Diane Brown <[DBrown@cornwall.ca](mailto:DBrown@cornwall.ca)>

**Sent:** July 29, 2021 7:53 AM

**To:** Stephanie Lapointe <[stephanie@unitedwaysdg.com](mailto:stephanie@unitedwaysdg.com)>; Manon Levesque <[MLevesque@cornwall.ca](mailto:MLevesque@cornwall.ca)>

**Subject:** RE: United Way Centraide SDG Campaign Kickoff

Good morning Stephanie,

Either date is good with Mayor Grant to attend. Please let us know your preference, and we can arrange this for late morning (10:30 or 11:00 a.m.)

**Diane R. Brown**

Assistant to the Mayor and C.A.O.

Assistante la Mairesse et l'Administratrice en chef

Tel: 613-930-2787 ext/poste: 2386

Fax: 613-932-8145

[dbrown@cornwall.ca](mailto:dbrown@cornwall.ca)

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

Proud member of TEAM CORNWALL



**From:** Stephanie Lapointe <[stephanie@unitedwaysdg.com](mailto:stephanie@unitedwaysdg.com)>

**Sent:** July-28-21 12:41 PM

**To:** Manon Levesque <[MLevesque@cornwall.ca](mailto:MLevesque@cornwall.ca)>

**Cc:** Diane Brown <[DBrown@cornwall.ca](mailto:DBrown@cornwall.ca)>

**Subject:** RE: United Way Centraide SDG Campaign Kickoff

[External E-mail]

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Manon,

Thank you for your quick response! We would be happy to have our flag ceremony in the Courtyard. Would it be possible to change the requested date to Friday, Sept 10 or Monday, Sept 13?

Thank you!  
Steph

**Stephanie Lapointe, she/her**



**United Way  
Centraide**  
Stormont, Dundas  
& Glengarry

**Campaign & Communication Coordinator**

T: 613-932-2051 x21 | M: 613-806-6450 | [stephanie@unitedwaysdg.com](mailto:stephanie@unitedwaysdg.com)  
55 Water St. W, Suite 240, Cornwall, ON K6J 1A1  
<https://unitedwaysdg.com/giving/ways-to-give/>



*Together, we are **possibility***

**From:** Manon Levesque <[MLevesque@cornwall.ca](mailto:MLevesque@cornwall.ca)>  
**Sent:** July 28, 2021 9:43 AM  
**To:** Stephanie Lapointe <[stephanie@unitedwaysdg.com](mailto:stephanie@unitedwaysdg.com)>  
**Cc:** Diane Brown <[DBrown@cornwall.ca](mailto:DBrown@cornwall.ca)>  
**Subject:** United Way Centraide SDG Campaign Kickoff

Good Morning Stephanie,

Thank you for submitting your request for a Flag Raising.

The City's Flag Policy calls for guest flags to be flown in the Courtyard at 360 Pitt Street. If you wish to have your flag raising ceremony at that location, I would be pleased to recommend to Council it approve the request at the Council Meeting of Monday, August 9, 2021.

I have copied Diane Brown, Mayor Glen Grant's Administrative Assistant, on this email so that she look after scheduling the Mayor to attend your event.

I look forward to hearing from you.

Sincerely,



Manon L. Levesque, CMO  
City Clerk / Greffière municipale  
Manager, Clerk's Division / Directrice, Division du secrétariat  
Corporate Services / Services corporatifs  
The Corporation of the City of Cornwall  
360, rue Pitt Street, Cornwall, ON, K6J 3P9  
613-930-2787 ext 2316 Phone  
613-933-1860 Fax  
[mlevesque@cornwall.ca](mailto:mlevesque@cornwall.ca)

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## Debbie Caskenette

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**From:** noreply@esolutionsgroup.ca  
**Sent:** Tuesday, July 27, 2021 3:45 PM  
**To:** Manon Levesque  
**Subject:** New Response Completed for Request Proclamation - Flag-Raising - Lights

[External E-mail]

**CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hello,

Please note the following response to Request Proclamation - Flag-Raising - Lights has been submitted at Tuesday July 27th 2021 3:44 PM with reference number 2021-07-27-017.

- **Your name:**  
Stephanie Lapointe
- **Your organization:**  
United Way Centraide SDG
- **Phone number:**  
6139322051
- **Email address:**  
stephanie@unitedwaysdg.com
- **Your special event:**  
United Way Centraide SDG Campaign Kickoff
- **Date(s) of the event:**  
Sept 9, 2021
- **My organization is interested in...**  
Flag-Raising
- **Requested date(s) and time for flag-raising:**  
Sept 9, 2021 at 9 am
- **Requested City representative(s) for flag-raising:**  
Mayor Glen Grant
- **Any additional comments? Please include a link to more information if possible.**  
Hi there! Would it be possible to have the United Way flag raised at the Clock Tower? Our campaign kickoff is at Lamoureux Park from 8-9 on Sept 9 and we would love it to be part of our event if possible.