

MINUTES FROM THE DOMINION EXECUTIVE COUNCIL

Our Mission is to serve
Veterans, which includes
serving military and
RCMP members and
their families, to promote
remembrance and to
serve our communities
and our country.

Post-Convention
29 August 2018



Charleswood B Salon
Delta Marriott Winnipeg Hotel

**MINUTES OF THE
POST-CONVENTION
DOMINION EXECUTIVE COUNCIL MEETING
29 AUGUST 2018**

1.	OPENING	2
2.	SEATING OF NEW MEMBERS.....	2
3.	GRAND PRESIDENT REMARKS.....	3
4.	DOMINION PRESIDENT REMARKS	3
5.	APPROVAL OF SIGNING OFFICERS/APPROVAL OF BANKING	3
6.	DOMINION CONVENTION ARRANGEMENTS - REVIEW	3
7.	FUTURE MEETINGS AND DEC ADMINISTRATION	4
8.	MEETINGS AND INVITATIONS	5
9.	OTHER BUSINESS	5
10.	ADJOURNMENT	6

ATTENDEES:

Tom Irvine	-	Dominion President
Bruce Julian	-	Dominion First Vice President
Dave Flannigan	-	Immediate Past Dominion President
Angus Stanfield	-	Dominion Vice President
Brian Weaver	-	Dominion Vice President
Owen Parkhouse	-	Dominion Vice President
Bill Chafe	-	Dominion Chairman
Mark Barham	-	Dominion Treasurer
Larry Murray	-	Grand President
Valerie MacGregor	-	BC/YT Acting-Command President
Ronn Anderson	-	MB & NWO Command President
Sharon McKeown	-	ON Command President
Kenneth Ouellette	-	QC Command President
John Ladouceur	-	NB Command Representative
Melvin Crowe	-	NS/NU Command President
Stephen Gallant	-	PE Command 1 st Vice President
Berkley Lawrence	-	NL Command President
Lorne Varga	-	SK Command President
Kandys Merola	-	TVS President
Christopher Richardson	-	Legion OSI Special Section President
Richard Blanchette	-	Chairman D & S Committee
Jim Rycroft	-	Chairman C & L Committee
John Mahon	-	AB-NT Command First Vice President

- | | |
|---------------|---|
| Keith Andrews | - SK Command First Vice President |
| Jerry Lava | - MB & NWO Command First Vice President |
| Garry Pond | - ON Command First Vice President |
| Duane MacEwen | - PE Command First Vice President |
| Nathan Lehr | - NL Command First Vice President |
| Brian Watkins | - RCEL Representative |

STAFF IN ATTENDANCE:

- | | |
|------------------------|-------------------------------|
| Brad White | - National Executive Director |
| Steven Clark | - Director Corporate Services |
| Tim Murphy | - Director Financial Services |
| Ray McInnis | - Director Veterans Services |
| Peter Underhill | - Director Supply |
| Jennifer Morse | - Canvet General Manager |
| Angela Keeling Colkitt | - Executive Assistant |
| Kelly Therien | - Executive Assistant |

ANNEXES:

- | | |
|-----------|--|
| Annex "A" | - Seating of New Members |
| Annex "B" | - Grand President's Remarks |
| Annex "C" | - President's Remarks / Committee Appointments |
| Annex "D" | - Approval of Signing Officers / Banking |
| Annex "E" | - DEC Administration and Travel Regulations |
| Annex "F" | - Meetings and Invitations |

**MINUTES OF THE
POST-CONVENTION
DOMINION EXECUTIVE COUNCIL MEETING
29 AUGUST 2018**

1. OPENING

The meeting of the Dominion Executive Council opened at 10:00 am in the Charleswood B Salon in the Delta Marriott Winnipeg Hotel.

2. SEATING OF NEW MEMBERS

Dominion President introduced Peter Cook who works at Dominion Command in the supply department. He wanted to acknowledge and thank Peter on his excellent work while playing the bagpipes during the installation ceremony.

All members of DEC including staff introduced themselves.

3. GRAND PRESIDENT REMARKS

The Grand President presented his remarks and are at Annex "B".

4. DOMINION PRESIDENT REMARKS

The Dominion President welcomed all members of DEC and his remarks are at Annex "C".

5. APPROVAL OF SIGNING OFFICERS/APPROVAL OF BANKING

At each convention, approval is required for the ratification of the signing officers of The Royal Canadian Legion together with the banking arrangements (Annex "D")

MOTION: It was moved that those officers elected at the 2018 Convention be approved as signing authorities.

CARRIED

MOTION: It is moved that the following Dominion Command staff be approved as signing authorities:

- a) National Executive Director
- b) Director Corporate Services
- c) Director Veterans' Services
- d) Director Supply Chain Management
- e) Director Financial Services

CARRIED

MOTION: It was moved that that Dominion Command be authorized to maintain its existing banking arrangements with the Bank of Montreal.

CARRIED

6. DOMINION CONVENTION ARRANGEMENTS - REVIEW

- a. Chris Richardson had concerns about the convention not being in both official languages consistently. The National Executive Director understood Comrade Chris's concerns but ensured him that the convention book is provided in both official languages either in hard copy, which was previously mailed as well as available on the convention floor as well as in electronic, format available on the website. A thorough survey/research was done in the past and it was

decided that for the few members attending the convention requesting interpretation, having simultaneous interpretation services per convention was at a cost from \$15,000 – \$20,000. An expense that is not feasible at this time. In addition the amount of usage of the service has not justified the expenditure. If there becomes a greater demand in the future, this will be re-investigated.

- b. The Dominion Past President gave his final thank you to all the DEC and staff at Dominion Command for the help and assistance in his past few years as President and welcomes all the new members at the table.
- c. Comrade Kandys Merola, TVS President, noticed a surprising amount of distrust between the delegates and the members of DEC and a big gap of knowledge and confusion as to what occurs between conventions. Not sure how to resolve it but maybe DEC members can think about ways for DEC to have members/delegates understand what DEC is all about and what happens in between and at conventions.
- d. Comrade Bruce Julian commented that we had an excellent convention and he acknowledges the LAC for the hard work they did to make the convention run well. He did note that he had many delegates commenting on the fact that they felt the 2 days were too short for convention proceedings and he was concerned about it becoming a health issue for some of our older delegates with medical issues. While Comrade Bruce understands the financial restraints Dominion Command is under, suggests maybe DEC look at revisiting the convention for 3 days of business sessions. This comment was also mirrored by many other commands. It was requested that the Provincial Presidents go back to their commands and get a feeling about how they want to proceed with the possibility of revisiting the procedures for convention. It was also suggested to reduce guest speakers (not our MBP or special guests like RCEL Reps etc..) or have speakers earlier in the schedule.

7. FUTURE MEETINGS AND DEC ADMINISTRATION

The National Executive Director reviewed the future meetings and DEC administration. Biography sheets will be sent to the new members for update to the Legion website. Comrade Brad also requests that all travel arrangements be made at least 30 days before hand as travel costs increase closer to the travel date. Any requests to use a Personal Motor Vehicle vs flying are to be sent to Angela Keeling Colkitt at akeeling@legion.ca before approval/authorization can be given.

All travel expense reports must be received in the electronic format and are to be sent to expensereports@legion.ca. Copies of receipts must be attached for processing.

8. MEETINGS AND INVITATIONS

The meetings and invitation list is attached at Annex "F" and updates will be sent out periodically as necessary.

9. OTHER BUSINESS

- a. Chris Richardson – one of the Invictus athletes in conjunction with NL Command, JoAnne Gilliland, has agreed to be an OSI Special Section Rep. Derek, who is also an Invictus Athletes who lives in Sherbrooke, QC and has now taken on the position of OSI Special Section Rep for Quebec.

The Dominion Executive Council agreed to support the marketing of Invictus athletes and the OSI Special Section. The Public Relations Committee will work with the OSI Special Section to present a type of business plan and will be presented at the November DEC meeting in regards to funding and other details. An electronic motion can come forward with financial aspects and approval of DEC members if needed.

- b. The National Executive Director discussed the situation in Nova Scotia where a male family member, convicted murdered, has been given coverage by VAC for PTSD as the father is a Veteran and also suffers from PTSD. NS/NU Provincial Command did not respond to a CBC reporter and asked Dominion Command to do so. The National Executive Director has made contact with the reporter and indicated that the Legion was unable to make a comment from an institutional point of view due to confidentiality and Dominion Command was not aware of any of the background situation. VAC is the agency responsible to respond to this situation.

MOTION: It was moved that a letter is sent from the Dominion President requesting a full response from VAC.

CARRIED

- c. The Dominion President presented the Past Dominion President with his Dominion President's ring. Comrade Tom also thanked everyone for the great work done at convention and wished everyone safe travels and he will see everyone at the next few meetings.

The Comrade Brad let everyone know that the remainder of the medals and bars that were not given out at convention will be forwarded to the Provincial Presidents for presentation at a suitable event.

10. ADJOURNMENT

The meeting was adjourned on 29 August 2018 at 11:05 hrs.

Dominion Chairman


National Executive Director

**DOMINION EXECUTIVE COUNCIL
POST-CONVENTION MEETING
29 AUGUST 2018**

2. SEATING OF NEW MEMBERS

The Dominion Chairman will welcome all members of Council and will introduce the new members as follows:

- a. Newly Elected Senior Elected Officers;
- b. Grand President; and
- c. Command Presidents and First Vice Presidents in attendance.

GRAND PRESIDENT'S REMARKS TO DEC, 29 AUGUST, 2018

THANK YOU, COMRADE CHAIR.

COMRADES, IT IS A PRIVILEGE TO PARTICIPATE IN THIS IMPORTANT INITIAL MEETING OF THE 'NEW' DOMINION EXECUTIVE COUNCIL OF THE ROYAL CANADIAN LEGION.

IT WAS AN OUTSTANDING CONVENTION, WHICH FOCUSED ON IMPORTANT CORE ISSUES FOR THE LEGION IN A VERY EFFECTIVE MANNER. I WOULD LIKE TO PASS ON A BIG BRAVO ZULU AND MY PERSONAL THANKS TO COMRADE RONN ANDERSON, COMRADE RICK BENNETT, TO THEIR ENTIRE ORGANIZING COMMITTEE AND TO MANITOBA/NORTH-WEST ONTARIO COMMAND FOR THEIR GREAT WORK IN THAT REGARD.

I WOULD LIKE TO EXPRESS SIMILAR APPRECIATION AND PRAISE TO OUR FORMER DOMINION PRESIDENT, COMRADE DAVE, AS WELL AS TO COMRADE BRAD, COMRADE STEVEN AND THE ENTIRE DOMINION COMMAND STAFF "TEAM" WHO ALSO PLAYED AN ESSENTIAL ROLE IN THE PLANNING, PREPARATION AND EXECUTION OF THIS HIGHLY SUCCESSFUL AND VERY IMPORTANT EVENT.

A SPECIAL "BZ" AS WELL TO COMRADE BILL, SUPPORTED BY COMRADES RAY AND PATTY, FOR DOING SUCH A GREAT JOB AS CONVENTION CHAIR.

I WOULD ALSO LIKE TO EXPRESS HEARTFELT CONGRATULATIONS AS WELL AS MY VERY BEST WISHES TO COMRADE TOM AS HE "TAKES THE HELM" OF THIS GREAT NATIONAL INSTITUTION.

SINCERE CONGRATULATIONS AS WELL TO COMRADES BRUCE, ANGUS, BRIAN AND OWEN AS YOU ALSO TAKE ON NEW AND IMPORTANT ROLES ON THE SENIOR LEADERSHIP "TEAM" OF THE LEGION AND TO COMRADES MARK AND BILL ON THE VOTES OF CONFIDENCE THAT YOU BOTH RECEIVED TO CONTINUE AS DOMINION TREASURER AND DOMINION CHAIR.

I VERY MUCH LOOK FORWARD TO WORKING WITH COMRADE TOM AND THE REST OF YOU IN THE COMING MONTHS.

THERE IS MUCH TO DO BUT I THINK THAT THIS CONVENTION LAUNCHED US IN THE RIGHT DIRECTION, WITH THE RIGHT PRIORITIES, AND WHEN I LOOK AT THE TALENT, DEDICATION AND EXPERIENCE AROUND THIS TABLE, I KNOW THAT THE ROYAL CANADIAN LEGION IS IN VERY GOOD HANDS.

IT IS A REAL HONOUR TO SERVE WITH ALL OF YOU. THAT CONCLUDES MY
OPENING COMMENTS.

THANKS VERY MUCH, COMRADES.

Thank you good morning

I am going to give the same speech I gave the SEO this morning. I am not big on long speeches. If I have something to say I will say it but in future meetings we will keep it short but for the sake of this morning's meeting, sometime during this meeting you will get the standing committee lists. You will notice many changes. I am shaking things up, reorganizing things. Some of the presidents will remember I went around and asked for your expertise, your first vice president's expertise, your strong points, your weak points. I tried to put everyone on committees where their strong points were. I tried to fill all the committees with expertise in their fields. In membership, I put 3 membership past provincial membership chairman's. For VSS I put expertise in that area. In sports, the same thing. I tried.

Obviously, there is a lot of us. One, two or three people may be on a committee that they are not their strong point but it will be your strong point at the end of the two years. Just to let you know we are changing things up a little bit on the committee level. If you have concerns feel free to talk to me but not today. Send me an email and we will sort it out.

The second point is the controversy over the last few years. I am going to re-ignite, with your help, with Dave's help and the SEO's help and everyone's help. Reignite the DEC with the SEO's and get back to the work of running the Legion. No more infighting and back room stuff. We are going to get back to the business. We are going to get to the root of all of this and get it figured out so we can get the Legion back to the way it is supposed to be.

Thank you. I am looking forward to working with all of you, or most of you, in the next few years.

**DOMINION COMMAND COMMITTEE LIST
 APPOINTMENTS: 2018 - 2020**

COMMITTEE	MEMBERS - 2018 - 2020	SECRETARY / ASSISTANT
Veterans, Services and Seniors	Chairman - Tom Irvine Vice-Chairman - Bruce Julian Member - John Mahon Member - Ronn Anderson Ex-Officio - Larry Murray Ex-Officio Homeless - Dave Gordon Ex-Officio Seniors - George O'Dair	Ray McInnis / Dwayne McCarthy
Poppy & Remembrance	Chairman - Angus Stanfield Vice-Chairman - Berkley Lawrence Member - John Ladouceur Member - Kandys Merola Member - Lorne Varga	Danny Martin / Kelly Therien
Membership	Chairman - Bruce Julian Vice-Chairman - Valerie MacGregor Member - Jay Tofflemire Member - Garry Pond Member - Duane MacEwen	Randy Hayley / Danny Martin
Public Relations	Chairman - Owen Parkhouse Vice Chairman - Sharon McKeown Member - Nathan Leer Member - Stephen Gallant Member - Kenneth Ouellet Member - Chris Strong	Nujma Bond/Dion Edmonds/Leah O'Neill
Sports	Chairman - Brian Weaver Vice-Chairman - David Flannigan Member - Jerry Lava Member - Keith Andrews Member - Melvin Crowe Member - Leroy Washburn	Lia Taha Cheng / Angela Keeling
Ritual and Awards	Chairman - Ken Sorrenti Member - Paul (Smokie) LeBlanc Member - J. Cher Member - Blaine Kiley Member - Mary-Ann Latimer Member - Joel Van Snick	Denis Hotte/Charls Gendron
Defence and Security	Chairman - Richard Blanchette Vice-Chairman - Randy Price Member - Bob Cl��roux Member - Wayne Martin	Carolyn Gasser/ Mike Smith
Constitution and Laws	Chairman - Jim Rycroft Vice-Chairman - Dave Eaton Member - Bill Chafe Member - George O'Dair	Steven Clark / Lia Taha Cheng
RCEL	Chairman - Tom Irvine Vice-Chairman - David Flannigan Member - Bruce Julian	Brad White / Gary Foster
Dominion Convention	Chairman - Tom Irvine Member - Bruce Julian Member - Bill Chafe	Brad White / Steven Clark
Veterans Consultation	Chairman - Larry Murray Member - Tom Irvine Member - Bruce Julian Member - Richard Blanchette	Brad White / Ray McInnis

COMMITTEE	MEMBERS - 2018 - 2020	SECRETARY / ASSISTANT
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Going Forward	Chairman Vice-Chairman Member Member Member	- Bruce Julian - Tom Irvine - Christopher Richardson - Larry Murray - Kyle Scott - Robyn Zettler	Brad White / Steven Clark/ Karen Harris
Finance Committee • Pay ► Budget ■ Investment ◆ Pension	Chairman Vice-Chairman Member Member Member Member Member Member Member	- Mark Barham • ► ■ ◆ - Tom Irvine • ► ■ ◆ - Dave Flannigan • ► - Bruce Julian • ► - Owen Parkhouse ► - Angus Stanfield ► - Brian Weaver ► - Bill Chafe ► - Randy Hayley ◆ - Joan Elliott ◆	Tim Murphy / Brad White / Steven Clark
<u>Zone Representatives/Liaisons</u>			
Eastern US Zone	Owen Parkhouse		
Western US Zone	Brian Weaver		
Europe Zone	Angus Stanfield		
<u>Appointments</u>			
Chairman Appeals Committee	Mary Ann Misfeldt		
VAC Monument Restoration Working Group	Jack Frost		

CANVET BOARD

Chairman	Bruce Julian
Vice-Chairman	Tom Irvine
Director	Owen Parkhouse
Director	Bill Chafe
Director	Dave Flannigan
Director	Brian Weaver
Director	Angus Stanfield
Secretary	<hr/> Brad White

**DOMINION EXECUTIVE COUNCIL
POST-CONVENTION MEETING
29 AUGUST 2018**

5. APPROVAL OF SIGNING OFFICERS/APPROVAL OF BANKING

Approval is required for the ratification of the signing officers of The Royal Canadian Legion together with the banking arrangements.

RECOMMENDATION: It is recommended that those officers elected at the 2018 Convention be approved as signing authorities

RECOMMENDATION: It is further recommended that the following Dominion Command staff be approved as signing authorities:

- a) National Executive Director
- b) Director Corporate Services
- c) Director Veterans' Services
- d) Director Supply Chain Management
- e) Director Financial Services

RECOMMENDATION: It is further recommended that Dominion Command be authorized to maintain its existing banking arrangements with the Bank of Montreal.

**DOMINION EXECUTIVE COUNCIL
POST-CONVENTION MEETING
29 AUGUST 2018**

7. FUTURE MEETINGS AND DEC ADMINISTRATION

The date for the next meeting of DEC is scheduled for 24 November 2018. It is intended that the members will be accommodated at the Holiday Inn Select Hotel & Suites, 101 Kanata Avenue, Kanata, Ontario, K2T 1E6.

The Command Presidents are asked to provide reports on their Command activities at the spring DEC meeting. It is requested that these reports be forwarded to Dominion Command **six (6) weeks** in advance of the DEC meeting so that they may be printed and included in the DEC agenda book. Additionally, suggestions for agenda items should be forwarded well in advance of the meeting.

The DEC Agenda with critical items requiring early review will be forwarded electronically to DEC members at least one week prior to the meeting.

Members will also be advised shortly of the membership listing of the various Standing Committees and dates for the next Committee meetings. Detailed travel and accommodation instructions will be provided prior to each meeting. Attached please find Chapter 35 of the Organization, Policy and Procedures Manual which provides the policy on travel and accommodation arrangements. However, if there are any questions, the Committee member is requested to contact the appropriate Committee Secretary, the Director Financial Services or the National Executive Director.

Attachment:

CHAPTER 35 TRAVEL REGULATIONS - DOMINION COMMAND

35.1 GENERAL

These travel regulations apply to members of the Dominion Executive Council, Dominion Command committees, Dominion Command staff and to any other person who is authorized to travel on Dominion Command business.

Authorized travel costs include transportation, accommodations and per diem as detailed in this chapter.

35.2 AIR TRANSPORTATION - GENERAL

- a. **Carrier:** DEC members are encouraged to arrange their travel through the carrier which offers the best rate. However, for comparison purposes, the baseline for the best available and lowest fare option will be Air Canada's Economy Tango rate.
- b. **Class of Travel:** DEC members, committee members and staff shall travel using best available, Economy Tango Class rate.

When authorized to travel on Legion business, the Dominion President and Grand President may fly Executive Class depending on the nature of the trip. The Dominion President may authorize others to use Executive Class as the situation warrants but Economy Class travel will be selected as the first option.

- c. **Travel Arrangements:** Travel arrangements are the responsibility of the member and flight reservations must be paid by the member. Bills forwarded to Dominion Command by a travel agency on behalf of a member will not be accepted.
- d. **Travel Advance:** If a member requires an advance of funds to pay for the flight reservations, this can be arranged by contacting the Director of Finance.

35.3 AIR TRANSPORTATION - STAFF

All staff travel must be approved by the National Executive Director.

All staff travelling on Legion business shall use best available, Economy Tango Class rates. All staff travel arrangements are to be made through the Central Registry Travel Clerk. Direct reservations may be made in the event of urgent travel.

The Travel Clerk will obtain an Economy Tango Class fare or, in cases where the Economy Tango Class fare is not available, a member is entitled to claim a higher Economy Class (Flex or Latitude) fare. At their choice, staff members may be accompanied on business travel by a family member; however, all such costs must be borne by the staff member.

35.4 TRANSPORTATION - OTHER

Travel by rail, bus rental car or private motor vehicle (PMV) may be used. Car rental may be authorized where it is the most economical or efficient mode of travel and is in the best interests of the Legion. Car rental may be used in lieu of, or in conjunction with, the other authorized modes of travel.

- a. **Private Motor Vehicle (PMV):** In certain circumstances, it may be more practical to use a PMV if air travel is not readily available or practical; full mileage rate and per diem may be authorized.

In cases where an individual **elects** to travel by PMV for their own convenience, the amount claimed may not exceed that which would have been paid for Economy Tango Class fare air travel and related per diem as computed on the date of the meeting notification.

Dominion Command staff may be authorized use of PMV or car rental in those cases where, in the opinion of the National Executive Director, it is in the best interests of the Legion.

Whenever PMV is used, prior approval is required through the Committee Secretary to the National Executive Director.

35.5 TRAVEL INSURANCE

All Committee members and staff are covered under the Dominion Command travel insurance policy while on approved Dominion Command business travel. Any additional travel insurance purchased will be at the discretion of the traveler and will not be reimbursed.

35.6 PER DIEM

Per diem is the daily allowance provided to cover living and incidental expenses.

Per diem is paid for each full 24-hour period of absence from the time of departure from a claimant's residence until the claimant returns to that residence, subject to the following conditions:

- a. arrival at the place of meeting shall not be more than one day prior to the date on which the meeting takes place;
- b. after the first 24 hours the full authorized daily rate will be paid for any period in excess of 12 hours, with half rate payable for periods of 6 to 12 hours. If, however, 6 to 12 hours involves paying for an additional night's accommodation, the full per diem shall be paid;
- c. while on Legion business, a claimant may extend their trip for personal reasons, such as vacation, but per diem will only be paid for the period of Legion duty; and
- d. Per Diem Allowance for travel less than 24 hours is:
 - i. **Staff:** Staff traveling out of town on a normal working day will be reimbursed actual expenses supported by receipts;
 - ii. **Others:** The full authorized daily rate will be paid for any period in excess of 12 hours, with half-rate payable up to 12 hours.

In those instances where a claimant from outside Ottawa is required to attend successive meetings, per diem may be authorized for the interim period, provided the cost of per diem does not exceed the cost of transportation of the second return trip.

35.7 LOCAL AREA TRAVEL

- a. **Elected Officers and Committee Members:** Ottawa area members on Legion business in the Ottawa area are authorized to receive the half day per diem, transportation and incidental costs. Hotels will not normally be authorized for persons living within 50 kms of the meeting location.
- b. **Staff:** Staff required to attend meetings or work on weekends or holidays will be compensated in accordance with the Employment Regulations and Benefits:

35.8 INCIDENTAL COSTS

Incidental costs which may be claimed include:

- a. necessary long distance telephone calls while on Legion business;
- b. PMV mileage, taxi, bus or limousine fares between the claimant's residence and the point of departure and similar fares between the claimant's point of arrival and his accommodation at the place of meeting, as well as taxi fare to and from the place of meeting and the place of accommodation; and
- c. Parking.

35.9 HOTEL ACCOMMODATION

For meetings held at Dominion Command and hotel accommodation is required, rooms are reserved "GUARANTEED LATE ARRIVAL" meaning that the room(s) will be available if the guest arrives after 1800 hours.

If the guest is a "NO SHOW" on the date of the reservation, the room must still be paid for. Members who will not arrive on the date of reservation must advise Dominion Command through the Executive Assistant to the National Executive Director, or the applicable hotel, of the change in status in order that cancellation or an amendment can be made to the hotel reservation to prevent the financial penalty. (See attached Annex A).

35.10 TRANSPORTATION RATES

- a. actual cost of air, rail, bus fares or car rental and gas;
- b. PMV mileage rate is 57.5 cents per kilometer. Mileage usage will be calculated/confirmed using Google maps;
- c. When travel costs and other expenses are paid by a third party (e.g., VAC.), the claimant shall receive:
 - i. 50% of the entitled per diem less the accommodation portion for outside Canada travel; and
 - ii. Full entitled per diem less the accommodation portion for in-Canada travel.

35.11 PER DIEM RATES

- a. **Rate – in-Canada:** the daily per diem rate to cover meals is \$104.00.
- b. **Rate – Outside Canada:** any claimant traveling outside Canada on Legion business, including the Dominion President, shall be paid per diem of \$215 or shall be reimbursed actual and reasonable expenses supported by receipts, whichever is the fairest.
- c. **Accommodation Costs:** Commercial accommodation expenses must be supported by receipts. Non – commercial accommodation expenses will be reimbursed at a rate of \$50.00 per night.

35.12 CLAIMS

Travel expense claims are to be submitted to Dominion Command promptly after a trip has been completed. Claims must be signed by the claimant before payment will be made. The claim should clearly show the claimant's name, address (including postal code), purpose of trip, location traveled to, particulars of transportation costs, airline/rail ticket number and amount, and whether the transportation was pre-paid by Dominion Command. Where actual and reasonable costs are being claimed, the relevant receipts must be attached to the claim. If the trip was extended for personal travel, the dates of the actual times of Legion business must be stated.

Per diem will be calculated by the Finance staff, based on the information provided by the claimant in the box at the top right-hand corner of the claim - figures must be accurate.

Finance staff will list on the cheque stub a breakdown of the total amount under the headings Per Diem, Transportation, and Miscellaneous Expenses. Cheques will be mailed by the Finance Department.

35.16 CREDIT CARDS

All Senior Elected Officers will be provided with a corporate credit card by Dominion Command.

35.17 ATTACHMENTS

Annex A: Travel and Accommodation Arrangements

Updated: August 2014

DOMINION COMMAND COMMITTEE TRAVEL AND ACCOMMODATION ARRANGEMENTS

The following information is provided to ensure that Dominion Command Committee members are aware of accommodation arrangements, travel regulations and other pertinent details.

35A.1 ACCOMMODATION

Reservations are made for committee members by Dominion Command at the Holiday Inn Select Hotel & Suites, 101 Kanata Avenue, Kanata, Ontario K2T 1E6, for the evening prior to the meeting and for the evening of the meeting. Depending on the meeting agenda, attendees may be able to depart the day of the meeting. In that case, they should cancel the final night of the hotel upon arrival, or as soon as their return travel arrangements have been made. Hotel reservations are guaranteed late arrival which ensures accommodation if arrival is after 1800 hrs. If you are unable to attend the meeting, please advise the committee secretary or contact the hotel (1-800-465-4329) to cancel the reservation before 1800 hrs of the arrival date. Failure to do so will result in a charge for the hotel room. Should any member require different accommodation arrangements than the above, the committee secretary should be contacted.

35A.2 AIR TRAVEL

The air travel industry has undergone significant changes in the past several years – particularly with the growth of the internet. Unless travel arrangements are so complex as to warrant the assistance of a travel agent (for a fee), most in-Canada flight reservations can easily be completed at home through the airline website;

Committee and DEC members are requested to make their own flight reservations through the internet. This saves a significant expense on travel agent fees. The reservation format also allows the member to insert his/her Aeroplan number to ensure that AEROPLAN miles are credited for the flights. Economy Class rates are to be used at all times. These are the Air Canada Economy Tango fares which will be used as the maximum allowable to be claimed. An E-ticket will be produced immediately upon making the internet reservation. Committee and DEC meeting schedules are published well in advance to permit early reservations and easy access to these fares.

In summary, all members traveling to scheduled meetings at Dominion Command are requested to complete their reservations individually on the internet with Air Canada or an alternate air carrier. E-tickets will

immediately be made available to the member.

Members without access to a computer/printer or the Provincial Command office may choose to book reservations through a travel agent.

Members travelling to Dominion Command for meetings other than DEC or Convention are therefore free to use Air Canada or another airline as long as Economy Class rates equivalent to those of Air Canada are used.

Travel arrangements are the responsibility of the member and flight reservations must be paid by the member. Bills forwarded to Dominion Command by a travel agency on behalf of a member will not be accepted. If the member requires an advance of funds to pay for the flight reservations, this can be arranged by calling the Director of Finance at (613)591-3335 or by e-mail to tmurphy@legion.ca.

In summary, members are now free to choose the airline which best suits their needs and where the fare is the same or less than Air Canada's fare saver rates when travelling on Legion business.

35A.3 USE OF PRIVATE MOTOR VEHICLE

In certain circumstances it may be more practical to use a private motor vehicle (PMV) if air travel is not readily available or practical. In such a case full mileage rate and per diem is authorized. **Prior approval is required through the Committee Secretary to the National Executive Director.**

In cases where an individual elects to travel by PMV for their own convenience, the amount claimed may not exceed that which would have been paid for Economy Tango Class fare air travel and related per diem as computed on the date of the meeting notification.

35A.4 TAXI REQUIREMENT - CAR RENTALS

You are authorized to make arrangements to rent a car instead of taking a taxi (taxi fare: approximately \$65 one way) to and from the Holiday Inn Select Hotel when arriving for meetings at Dominion Command. The only criterion is that you will be restricted to a **maximum claim of \$150 with a car rental receipt including gas, insurance, etc.**

This option should provide some flexibility for many. It also offers the option for cost savings by sharing a rental car for those travelling together from a Command. (In this instance, to assist the processing by the Finance Department, it is requested that only one individual should pay and claim for the car and indicate the name of the sharing passenger.)

35A.5 SMOKING POLICY

Effective 1 August 2001, a City of Ottawa By-Law restricting the use of tobacco products came into effect. The By-Law is very restrictive and bans the use of flammable tobacco products in any office building, restaurant or indoor facility within the City of Ottawa. Therefore, the use of tobacco products within Legion House is prohibited.

Updated: August 2014

MEETINGS AND INVITATIONS

5 September 2018

2018

21 September	CANVET Board Meeting (0900 hrs – Victory Boardroom)
22 September	SEO / Budget Meeting (0900 hrs – Victory Boardroom)
15-17 October	CIMVHR Forum 2018 Regina, SK (Irvine, Murray, McInnis)
22 October	RCL-VAC Bilateral Meeting, Charlottetown, PE (Irvine, White, McInnis)
23-26 October	Service Officer Professional Development Seminar, Charlottetown, PE
19 November	National Remembrance Day Post-Ceremony Meeting (1400 hrs – Victory Boardroom)
23 November	CANVET Board Meeting (0900 hrs – Memorial Boardroom)
23 November	Dominion President's Christmas Luncheon (12:30 hrs – Victory Boardroom)
24 November	DEC Meeting (0900 hrs – Victory Boardroom)