

**DOMINION EXECUTIVE COUNCIL  
MINUTES OF THE  
POST-CONVENTION MEETING  
15 JUNE 2016**

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.



**DOMINION EXECUTIVE COUNCIL  
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POST-CONVENTION MEETING  
15 JUNE 2016**

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**IN ATTENDANCE (in order of introductions around table):**

Bill Chafe	- Dominion Chairman
Tom Eagles	- Immediate Past Dominion President
Tom Irvine	- Dominion 1 <sup>st</sup> Vice President
Kandys Merola	- TVS President
André Paquette	- Dominion Vice President
Frank Sullivan	- NL Command President
Glynne Hines	- OSI Special Section President
John Yeo	- PE Command President
Mark Barham	- Dominion Treasurer
Steve Wessel	- NS/NU Command President
Bruce Julian	- Dominion Vice President
Harold Harper	- NB Command President
Norman Shelton	- QC Command President
Brian Weaver	- ON Command President
Ronn Anderson	- 1 <sup>st</sup> Vice President/Acting Command President MB&NWO
Ken Box	- SK Command President
Chris Strong	- AB-NT Command President
Angus Stanfield	- Dominion Vice President

- |                    |  |
|--------------------|--|
| Mark Tremblay      | - BC/YT Command President                                |
| Larry Murray       | - Grand President  |
| Dave Flannigan     | - Dominion President                                     |
| Berkley Lawrence   | - NL Command 1 <sup>st</sup> Vice President              |
| Stephen Gallant    | - PE Command 1 <sup>st</sup> Vice President              |
| Mel Crowe          | - NS/NU Command 1 <sup>st</sup> Vice President           |
| John Ladouceur     | - NB Command 1 <sup>st</sup> Vice President              |
| Sharon McKeown     | - ON Command 1 <sup>st</sup> Vice President              |
| Lorne Varga        | - SK Command 1 <sup>st</sup> Vice President              |
| Bobbi McCoy        | - AB-NT Command 1 <sup>st</sup> Vice President           |
| Pat Varga          | - TVA/TVS Special Section 1 <sup>st</sup> Vice President |
| Brian Watkins      | - RCEL Representative                                    |
| Jim Rycroft        | - Chairman Constitution and Laws Committee               |
| Ron Goebel         | - Chairman Ritual and Awards Committee                   |
| Richard Blanchette | - Chairman Defence and Security Committee                |

**STAFF IN ATTENDANCE:**

- |                        |                           |
|------------------------|---------------------------|
| Brad White             | - Dominion Secretary      |
| Ray McInnis            | - Director Service Bureau |
| Jennifer Morse         | - General Manager CANVET  |
| Peter Underhill        | - Director Supply         |
| Steven Clark           | - Director Administration |
| Kelly Therien          | - Executive Assistant     |
| Angela Keeling Colkitt | - Executive Assistant     |
| Tim Murphy             | - Director Finance        |

**ATTACHMENTS:**

- |           |  |
|-----------|--|
| ANNEX "A" | - Grand President's Remarks                      |
| ANNEX "B" | - Dominion President's Remarks                   |
| ANNEX "C" | - Dominion Command Standing Committees 2016-2018 |
| ANNEX "D" | - Future Meetings and Administration             |
| ANNEX "E" | - Meetings and Invitation List                   |
| ANNEX "F" | - BC/YT Discussion Paper – Legion Co             |

**DOMINION EXECUTIVE COUNCIL  
MINUTES OF THE  
POST-CONVENTION MEETING  
15 JUNE 2016**

**ITEM 1:      OPENING**

The meeting of the post-convention Dominion Executive Council opened at 10:30 hours in Salon EF of the Delta Hotel.

**ITEM 2: SEATING OF NEW MEMBERS**

The Dominion Chairman welcomed all members of Council. Introductions of old and new members were made.

**ITEM 3: GRAND PRESIDENT'S REMARKS**

The Grand President offered remarks and are at Annex "A".

**ITEM 4: DOMINION PRESIDENT'S REMARKS**

The Dominion President offered words of welcome to all and are at Annex "B"

The Dominion President also advised members of DEC of the appointments of Committee Chairmen and its members and that list is attached at Annex "C".

**ITEM 5: APPROVAL OF SIGNING OFFICERS AND APPROVAL OF BANKING**

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

**MOTION:** It was moved that those officers elected at the 2016 Convention be approved as signing authorities.

**CARRIED**

**MOTION:** It was moved that the following Dominion Command staff approved as signing authorities:

- a) Dominion Secretary
- b) Director Administration
- c) Director Service Bureau
- d) Director Supply
- e) Director Finance

**CARRIED**

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

**CARRIED**

**ITEM 6: DOMINION CONVENTION ARRANGEMENTS – REVIEW**

The following comments were offered by the members of DEC concerning the convention arrangements and proceedings:

- Comrade Julian expressed his concern about not being able to listen in to the new business as the newly elected officers had to gather for the installation ceremony.
- Many members expressed their concern about the length of convention and the long days. As mandated by the delegates in 2014, convention was reduced a day. The Convention Committee will look at the daily procedures to see if any more reductions of business would be possible.
- Comrade Blanchette expressed his appreciation for the use of the French language in the proceedings.
- Comrade Varga expressed her concern that priority was not always given to the return of the scrutineers with the vote results.

#### **ITEM 7: FUTURE MEETINGS AND DEC ADMINISTRATION**

This report was presented as an information item only and is attached at Annex “D”.

It was requested that the spring 2017 DEC not be scheduled close to the onset of the provincial conventions.

#### **ITEM 8: MEETINGS AND INVITATION LIST**

This report was presented as an information item only and is attached at Annex “E”.

#### **ITEM 9: OTHER BUSINESS**

The following points of other business were raised:

- Comrade Wessell, raised the issue of asking Life Members to voluntarily pay their per capita on an annual basis. Following discussion, it was decided that the Membership Committee will look at this and report back to DEC next fall.
- Comrade Tremblay briefed DEC on the concept of establishing an internal corporation within BC/YT Command to oversee the development and management of properties within the command. The discussion paper attached at Annex “F”. As such a motion was put forward.

**AMENDMENT TO MOTION:** It was moved that DEC offer no objections to BC/YT Command to proceed with the creation of a company to handle the advising and brokering of our branches development deals.

#### **MOTION WITHDRAWN**

The motion was withdrawn after the discussion as the entire concept needs to be reviewed especially considering possible impacts to the autonomy of branches. The Dominion Constitution and Laws Chairman will offer his thoughts on this

matter and then a letter in response to BC/YT Command will be provided by the Dominion President.

- a. Canada 150 Medal. DEC was notified that it appears that the Government will not strike a commemorative medal to celebrate Canada's 150<sup>th</sup> Anniversary. The Government has provided like kind medals in the past. Therefore a motion was presented:

**MOTION:** It was moved that DEC encourage the government to produce a Canada 150 medal.

**CARRIED**

**ITEM 10: ADJOURNMENT**

The meeting of the post-convention Dominion Executive Council was adjourned at 11:30 am on 15 June 2016.

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Dominion Chairman

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Dominion Secretary

GRAND PRESIDENT'S REMARKS TO DEC, 15 JUNE, 2016

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 LARGELY FOCUSSED ON 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 FRANK, COMRADE BERKELY, TO THEIR ENTIRE ORGANIZING COMMITTEE AND TO NEWFOUNDLAND-LABRADOR COMMAND FOR THEIR GREAT WORK IN THAT REGARD.

I WOULD LIKE TO EXPRESS SIMILAR APPRECIATION AND PRAISE TO OUR FORMER DOMINION PRESIDENT, COMRADE TOM, 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.

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

SINCERE CONGRATULATIONS AS WELL TO COMRADES ANDRE, ANGUS AND BRUCE AS YOU ALSO TAKE ON NEW AND IMPORTANT ROLES ON THE SENIOR LEADERSHIP "TEAM" OF THE LEGION AND TO COMRADES MARK AND BILL ON YOUR ELECTION AS TREASURER AND CHAIRMAN.

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

THERE IS MUCH TO DO BUT 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.

Welcome Comrades.

We are here and we are going to get through the next two years. We are going to drive hard and we are going to carry on the work that Tom and our predecessors have already started and put in motion. 10 years ago we were 30 years behind and in the last 10 years we have caught up 20 years and very close to being on an even keel.

We are going to drive the hammer a little further and get after the situations that we need to deal with especially with VAC. With VAC we have been in a wait and see mode ever since the promises and the letters were sent back to us well it is time for action. The next time the Veterans Consultation Assembly meets there will probably be a stronger message sent to VAC.

Having that said the very first duty I have and was a very big honour and it is to present to Comrade Immediate Past President Tom Eagles with his president's pin and ring.

In moving forward and catching up with the modern day social media, Facebook has become a very good asset but it also has very negative fall backs too. I want to caution DEC and everyone concerned that when answering Facebook and Twitter comments be very careful and I would suggest you not do anything relating to The Royal Canadian Legion, not make comments. If you don't think they came through the head office then forward them on to our professional people at the office to handle. Don't make personal comments that is going to get us in trouble. Remember you are a representative, you are at the DEC table and you represent the Royal Canadian Legion. Any complaints that are sent to you or someone comes to you with complaints, if it is related to staff, I would appreciate that you not handle anything in regards to staff, I would encourage you and insist that you bring it to our Dominion Secretary, Brad, and it will be dealt with accordingly. With regards to anything on a committee level, elected officers or committee members then please address it to me and Brad so we can make sure corrective action is taken.

We are going to carry on the torch with all correspondence and meeting minutes will be done electronically. I suggest if you do not already have an electronic device of your choice to bring to meetings, that one is purchased.

I want to congratulate our new 1<sup>st</sup> Vice President and our 3 Dominion Vice Presidents.

Thank you,

## DOMINION COMMAND COMMITTEE LIST

### APPOINTMENTS: 2016 - 2018

COMMITTEE	MEMBERS - 2016 - 2018	SECRETARY / ASSISTANT
Veterans, Services and Seniors	Chairman - Dave Flannigan Vice-Chairman - Tom Irvine OSI SS - Glynne Hines Member - John Yeo Member - Marc Tremblay Member - Brian Weaver Ex-Officio - Larry Murray Ex-Officio Seniors - George O'Dair	Ray McInnis / Carolyn Gasser
Poppy & Remembrance	Chairman - Andre Paquette Vice-Chairman - Glenn Hodge Member - Lorne Varga Member - James Riddel Member - Harold Harper Member - Bobbi McCoy Member - Berkley Lawrence	Bill Maxwell / Kelly Therien
Membership	Chairman - Tom Irvine Vice-Chairman - Frank Sullivan Member - Chris Strong Member - Sharon McKeown Member - Steve Wessell Member - John Ladouceur	Randy Hayley / Danny Martin
Public Relations	Chairman - Bruce Julian Vice Chairman - Tom Eagles Member - Marc Tremblay Member - Ronn Anderson Member - Ken Box	Bruce Poulin/Brad White
Sports	Chairman - Angus Stanfield Vice-Chairman - Tom Eagles Member - Stephen Gallant Member - Mel Crowe Member - Norm Shelton Member - Kandys Merola Member - Mel Willis Member - LeRoy Washburn	Danny Martin / Angela Keeling
Ritual and Awards	Chairman - Ron Goebel Vice-Chairman - Ken Sorrenti Member - Mary-Ann Latimer Member - Blaine Kiley	Bruce Poulin
Defence and Security	Chairman - Richard Blanchette Vice-Chairman - Randy Price Member - Buster Brown Member - Wayne Martin	Charls Gendron / Ray McInnis
Constitution and Laws	Chairman - Jim Rycroft Vice-Chairman - Dave Eaton Member - Bill Chafe Member - George O'Dair	Steven Clark / Danny Martin
RCEL	Chairman - Dave Flannigan Vice-Chairman - Tom Eagles Member - Tom Irvine	Brad White / Gary Foster
Pay	Chairman - Mark Barham Vice-Chairman - Dave Flannigan Member - Tom Irvine Member - Tom Eagles	Brad White/Steven Clark/Tim Murphy

COMMITTEE	MEMBERS - 2016 - 2018	SECRETARY / ASSISTANT
Finance/Budget	Chairman - Mark Barham Vice-Chairman - Dave Flannigan Member - Tom Irvine Member - Bruce Julian Member - Angus Stanfield Member - Andre Paquette Member - Bill Chafe Member - Tom Eagles	Tim Murphy / Brad White
Investment	Chairman - Mark Barham Vice-Chairman - Dave Flannigan Member - Brad White	Tim Murphy
Staff Pension	Chairman - Mark Barham Vice-Chairman - Dave Flannigan Member - Carolyn Gasser Member - Dave Archibald	Tim Murphy / Brad White/Steven Clark
Dominion Convention	Chairman - David Flannigan Member - Tom Irvine Member - Bill Chafe	Brad White / Steven Clark
Veterans Consultation	Chairman - Larry Murray Member - Dave Flannigan Member - Tom Irvine Member - Richard Blanchette	Brad White / Ray McInnis
Leadership Development	Chairman - Wilfred Edmond Vice-Chairman - Tom Eagles Member - Allan Parks Member - Ed Pigeau Member - Pat Varga Member - Gordon Moore Member - Mary Ann Misfeldt Member - Jack Frost	Steven Clark
<b><u>Zone Representatives/Liaisons</u></b>		
Eastern US Zone	Angus Stanfield	Bill Maxwell
Western US Zone	Bruce Julian	
Europe Zone	Andre Paquette	
<b><u>Appointments</u></b>		
Chairman Appeals Committee	Mary Ann Misfeldt	
VAC Monument Restoration Working Group	Jack Frost	

## CANVET BOARD

Chairman	Tom Irvine
Vice-Chairman	Dave Flannigan
Director	Andre Paquette
Director	Angus Stanfield
Director	Bruce Julian
Director	Mark Barham
Director	Bill Chafe
Director	Tom Eagles
Secretary	Brad White

**DOMINION EXECUTIVE COUNCIL  
POST-CONVENTION MEETING  
15 JUNE 2016**

**ITEM 7: FUTURE MEETINGS AND DEC ADMINISTRATION**

The date for the next meeting of DEC is scheduled for 26 November 2016. 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 Finance or the Dominion Secretary.

Attachment:

## CHAPTER 35 TRAVEL REGULATIONS - DOMINION COMMAND

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### 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 Class (Tango) rate.
- b. **Class of Travel:** DEC members, committee members and staff shall travel using best available, Economy Class (Tango) rates as able.

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 Dominion Secretary.

All staff travelling on Legion business shall use best available, Economy Class (Tango) 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 Class (Tango) fare or, in cases where the Economy Class (Tango) 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 Class (Tango) 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 Dominion Secretary, it is in the best interests of the Legion.

**Whenever PMV is used, prior approval is required through the Committee Secretary to the Dominion Secretary.**

### 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 Dominion Secretary, 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 55.5 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 \$90.00.
- b. **Rate – Outside Canada:** any claimant traveling outside Canada on Legion business, including the Dominion President, shall be paid per diem of \$200 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 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](mailto: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 Dominion Secretary.**

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 Class (Tango) 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 \$130 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

**DOMINION EXECUTIVE COUNCIL  
POST-CONVENTION MEETING  
15 JUNE 2016**

**ITEM 8: MEETINGS AND INVITATION LIST**

**2016**

11-15 June	2016 Dominion Convention, St. John's, NL
15 June	Post-Convention SEO Meeting (0900 hrs)
15 June	Post-Convention CANVET Board Meeting
15 June	Post-Convention DEC Meeting
21-23 June	VRAB Hearings, Ottawa, ON (Victory Brdm)
3-9 August	National Youth Track & Field Championships, Saint-Thérèse, QC
7-10 August	ANAVETS Convention, Winnipeg, MB
26 Aug - 1 Sept	American Legion Convention, Cincinnati, OH (Flannigan)
12 September	Nat'l RD Ceremony Organizing Committee (Memorial Brdm)
16 September	Pay Committee Meeting (0900 hrs - Memorial Brdm)
16 September	Investment Committee Meeting (1030 hrs – Memorial Brdm)
17 September	SEO Budget Committee Meeting
18-20 October	VRAB Hearings, Ottawa, ON (Victory Brdm)
24 October	VAC-RCL Bilateral Meeting (Tentative), Charlottetown, PE
25-27 October	Service Officer Professional Development, Charlottetown, PE
11 November	Remembrance Day
21 November	Nat'l RD Post-Ceremony Meeting (Victory Brdm)
25 November	CANVET Board Meeting (0900 hrs – Memorial Brdm)
25 November	RCEL Committee Meeting (1030 hrs – Memorial Brdm)
26 November	DEC Meeting

**2017**

13-17 May	ON Command Provincial Convention, London, ON
19-21 May	QC Command Provincial Convention, Victoriaville, QC
21-22 May	NS/NU Command Provincial Convention, Bridgewater, NS
1-4 June	BC/YT Command Provincial Convention, location TBD
10-12 June	MB&NWO Command Provincial Convention, Winnipeg, MB
24-30 August	NL Command Provincial Convention, Stephenville, NL
22-24 September	AB-NT Command Provincial Convention, Edmonton, AB



BC/Yukon Command

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June 2016

Briefing from Marc Tremblay, BC Yukon Command President  
To: DEC

Rationale & Presentation for DEC:

Currently in British Columbia Royal Canadian Legion branches, with valuable properties in good locations are beginning to realize there are opportunities that are out there, however, when branches undertake property development in isolation from each other and their provincial command the branch will have a weaker bargaining position with developers. We continue to hear story after story of branches getting into bad deals before they even have to approach their provincial command for the requisite approvals.

As a provincial command our aim is to be proactive in assisting branches with property development by providing development expertise, increasing the bargaining power and promoting a consistent Legion presence in our province. For example, the Legion Branch in Surrey is in a prime development location with all surrounding properties owned by developers hoping to build condo and commercial towers. The opportunities for this branch are immense and the provincial command has stepped in to offer a vision of a Veterans Care Center that will provide full service for Veterans, with specific attention to PTSD treatment. By looking at the attached brochure you will see that when a branch is supported by their provincial command and a team of development experts the outcome will have a meaningful impact on Veterans and the Royal Canadian Legion across the country.

The impact of this project will be incredible, but with this comes risk: there is significant risk connected to all entities involved in the development, construction, financing, and operating of such a project. But, with risk comes great rewards, however, because of this risk our legal counsel recommends containing it by creating a company under the BC/Yukon Command to handle the advising and brokering of our branches' development deals. This newly created company, "Legion Development Co.", which we've given the pet name "Legion Co" will be able to identify opportunities, share expertise in not-for-profit partnerships with developers, and promote a consistent image for Legion developments.

Our legal team has reviewed The General By-Laws and in their interpretation, Section 122(a) does not restrict the creation of "Legion Co." because the purpose of this company is not for purposes of holding or administering any property of our provincial command and Section 122(b) to (f) does not contemplate the creation of "Legion Co." specifically.

Today, I would like to present that our purpose and rationale for creating “Legion Co.” is to manage the risk related to identifying, advising, and brokering property development projects for our Legion Branches. It is our provincial command’s intention to seek an amendment to The General By-Laws at the 2018 Dominion Convention so that they would explicitly contemplate the incorporation of such an entity. We cannot, however, wait two years and miss out on opportunities such as Legion Veterans Village and other property developments that will benefit our branches and Veterans.

Marc

GRAND PRESIDENT'S REMARKS TO DEC, 15 JUNE, 2016

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 LARGELY FOCUSSED ON 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 FRANK, COMRADE BERKELY, TO THEIR ENTIRE ORGANIZING COMMITTEE AND TO NEWFOUNDLAND-LABRADOR COMMAND FOR THEIR GREAT WORK IN THAT REGARD.

I WOULD LIKE TO EXPRESS SIMILAR APPRECIATION AND PRAISE TO OUR FORMER DOMINION PRESIDENT, COMRADE TOM, 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.

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

SINCERE CONGRATULATIONS AS WELL TO COMRADES ANDRE, ANGUS AND BRUCE AS YOU ALSO TAKE ON NEW AND IMPORTANT ROLES ON THE SENIOR LEADERSHIP "TEAM" OF THE LEGION AND TO COMRADES MARK AND BILL ON YOUR ELECTION AS TREASURER AND CHAIRMAN.

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

THERE IS MUCH TO DO BUT 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.

Welcome Comrades.

We are here and we are going to get through the next two years. We are going to drive hard and we are going to carry on the work that Tom and our predecessors have already started and put in motion. 10 years ago we were 30 years behind and in the last 10 years we have caught up 20 years and very close to being on an even keel.

We are going to drive the hammer a little further and get after the situations that we need to deal with especially with VAC. With VAC we have been in a wait and see mode ever since the promises and the letters were sent back to us well it is time for action. The next time the Veterans Consultation Assembly meets there will probably be a stronger message sent to VAC.

Having that said the very first duty I have and was a very big honour and it is to present to Comrade Immediate Past President Tom Eagles with his president's pin and ring.

In moving forward and catching up with the modern day social media, Facebook has become a very good asset but it also has very negative fall backs too. I want to caution DEC and everyone concerned that when answering Facebook and Twitter comments be very careful and I would suggest you not do anything relating to The Royal Canadian Legion, not make comments. If you don't think they came through the head office then forward them on to our professional people at the office to handle. Don't make personal comments that is going to get us in trouble. Remember you are a representative, you are at the DEC table and you represent the Royal Canadian Legion. Any complaints that are sent to you or someone comes to you with complaints, if it is related to staff, I would appreciate that you not handle anything in regards to staff, I would encourage you and insist that you bring it to our Dominion Secretary, Brad, and it will be dealt with accordingly. With regards to anything on a committee level, elected officers or committee members then please address it to me and Brad so we can make sure corrective action is taken.

We are going to carry on the torch with all correspondence and meeting minutes will be done electronically. I suggest if you do not already have an electronic device of your choice to bring to meetings, that one is purchased.

I want to congratulate our new 1<sup>st</sup> Vice President and our 3 Dominion Vice Presidents.

Thank you,

## DOMINION COMMAND COMMITTEE LIST

### APPOINTMENTS: 2016 - 2018

COMMITTEE	MEMBERS - 2016 - 2018	SECRETARY / ASSISTANT
Veterans, Services and Seniors	Chairman - Dave Flannigan Vice-Chairman - Tom Irvine OSI SS - Glynne Hines Member - John Yeo Member - Marc Tremblay Member - Brian Weaver Ex-Officio - Larry Murray Ex-Officio Seniors - George O'Dair	Ray McInnis / Carolyn Gasser
Poppy & Remembrance	Chairman - Andre Paquette Vice-Chairman - Glenn Hodge Member - Lorne Varga Member - James Riddel Member - Harold Harper Member - Bobbi McCoy Member - Berkley Lawrence	Bill Maxwell / Kelly Therien
Membership	Chairman - Tom Irvine Vice-Chairman - Frank Sullivan Member - Chris Strong Member - Sharon McKeown Member - Steve Wessell Member - John Ladouceur	Randy Hayley / Danny Martin
Public Relations	Chairman - Bruce Julian Vice Chairman - Tom Eagles Member - Marc Tremblay Member - Ronn Anderson Member - Ken Box	Bruce Poulin/Brad White
Sports	Chairman - Angus Stanfield Vice-Chairman - Tom Eagles Member - Stephen Gallant Member - Mel Crowe Member - Norm Shelton Member - Kandys Merola Member - Mel Willis Member - LeRoy Washburn	Danny Martin / Angela Keeling
Ritual and Awards	Chairman - Ron Goebel Vice-Chairman - Ken Sorrenti Member - Mary-Ann Latimer Member - Blaine Kiley	Bruce Poulin
Defence and Security	Chairman - Richard Blanchette Vice-Chairman - Randy Price Member - Buster Brown Member - Wayne Martin	Charls Gendron / Ray McInnis
Constitution and Laws	Chairman - Jim Rycroft Vice-Chairman - Dave Eaton Member - Bill Chafe Member - George O'Dair	Steven Clark / Danny Martin
RCEL	Chairman - Dave Flannigan Vice-Chairman - Tom Eagles Member - Tom Irvine	Brad White / Gary Foster
Pay	Chairman - Mark Barham Vice-Chairman - Dave Flannigan Member - Tom Irvine Member - Tom Eagles	Brad White/Steven Clark/Tim Murphy

COMMITTEE	MEMBERS - 2016 - 2018	SECRETARY / ASSISTANT
Finance/Budget	Chairman - Mark Barham Vice-Chairman - Dave Flannigan Member - Tom Irvine Member - Bruce Julian Member - Angus Stanfield Member - Andre Paquette Member - Bill Chafe Member - Tom Eagles	Tim Murphy / Brad White
Investment	Chairman - Mark Barham Vice-Chairman - Dave Flannigan Member - Brad White	Tim Murphy
Staff Pension	Chairman - Mark Barham Vice-Chairman - Dave Flannigan Member - Carolyn Gasser Member - Dave Archibald	Tim Murphy / Brad White/Steven Clark
Dominion Convention	Chairman - David Flannigan Member - Tom Irvine Member - Bill Chafe	Brad White / Steven Clark
Veterans Consultation	Chairman - Larry Murray Member - Dave Flannigan Member - Tom Irvine Member - Richard Blanchette	Brad White / Ray McInnis
Leadership Development	Chairman - Wilfred Edmond Vice-Chairman - Tom Eagles Member - Allan Parks Member - Ed Pigeau Member - Pat Varga Member - Gordon Moore Member - Mary Ann Misfeldt Member - Jack Frost	Steven Clark
<b><u>Zone Representatives/Liaisons</u></b>		
Eastern US Zone	Angus Stanfield	Bill Maxwell
Western US Zone	Bruce Julian	
Europe Zone	Andre Paquette	
<b><u>Appointments</u></b>		
Chairman Appeals Committee	Mary Ann Misfeldt	
VAC Monument Restoration Working Group	Jack Frost	

## CANVET BOARD

Chairman	Tom Irvine
Vice-Chairman	Dave Flannigan
Director	Andre Paquette
Director	Angus Stanfield
Director	Bruce Julian
Director	Mark Barham
Director	Bill Chafe
Director	Tom Eagles
Secretary	Brad White

**DOMINION EXECUTIVE COUNCIL  
POST-CONVENTION MEETING  
15 JUNE 2016**

**ITEM 7: FUTURE MEETINGS AND DEC ADMINISTRATION**

The date for the next meeting of DEC is scheduled for 26 November 2016. 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 Finance or the Dominion Secretary.

Attachment:

## CHAPTER 35 TRAVEL REGULATIONS - DOMINION COMMAND

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### 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 Class (Tango) rate.
- b. **Class of Travel:** DEC members, committee members and staff shall travel using best available, Economy Class (Tango) rates as able.

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 Dominion Secretary.

All staff travelling on Legion business shall use best available, Economy Class (Tango) 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 Class (Tango) fare or, in cases where the Economy Class (Tango) 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 Class (Tango) 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 Dominion Secretary, it is in the best interests of the Legion.

**Whenever PMV is used, prior approval is required through the Committee Secretary to the Dominion Secretary.**

### 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 Dominion Secretary, 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 55.5 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 \$90.00.
- b. **Rate – Outside Canada:** any claimant traveling outside Canada on Legion business, including the Dominion President, shall be paid per diem of \$200 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 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](mailto: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 Dominion Secretary.**

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 Class (Tango) 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 \$130 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

**DOMINION EXECUTIVE COUNCIL  
POST-CONVENTION MEETING  
15 JUNE 2016**

**ITEM 8: MEETINGS AND INVITATION LIST**

**2016**

11-15 June	2016 Dominion Convention, St. John's, NL
15 June	Post-Convention SEO Meeting (0900 hrs)
15 June	Post-Convention CANVET Board Meeting
15 June	Post-Convention DEC Meeting
21-23 June	VRAB Hearings, Ottawa, ON (Victory Brdm)
3-9 August	National Youth Track & Field Championships, Saint-Thérèse, QC
7-10 August	ANAVETS Convention, Winnipeg, MB
26 Aug - 1 Sept	American Legion Convention, Cincinnati, OH (Flannigan)
12 September	Nat'l RD Ceremony Organizing Committee (Memorial Brdm)
16 September	Pay Committee Meeting (0900 hrs - Memorial Brdm)
16 September	Investment Committee Meeting (1030 hrs – Memorial Brdm)
17 September	SEO Budget Committee Meeting
18-20 October	VRAB Hearings, Ottawa, ON (Victory Brdm)
24 October	VAC-RCL Bilateral Meeting (Tentative), Charlottetown, PE
25-27 October	Service Officer Professional Development, Charlottetown, PE
11 November	Remembrance Day
21 November	Nat'l RD Post-Ceremony Meeting (Victory Brdm)
25 November	CANVET Board Meeting (0900 hrs – Memorial Brdm)
25 November	RCEL Committee Meeting (1030 hrs – Memorial Brdm)
26 November	DEC Meeting

**2017**

13-17 May	ON Command Provincial Convention, London, ON
19-21 May	QC Command Provincial Convention, Victoriaville, QC
21-22 May	NS/NU Command Provincial Convention, Bridgewater, NS
1-4 June	BC/YT Command Provincial Convention, location TBD
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June 2016

Briefing from Marc Tremblay, BC Yukon Command President  
To: DEC

Rationale & Presentation for DEC:

Currently in British Columbia Royal Canadian Legion branches, with valuable properties in good locations are beginning to realize there are opportunities that are out there, however, when branches undertake property development in isolation from each other and their provincial command the branch will have a weaker bargaining position with developers. We continue to hear story after story of branches getting into bad deals before they even have to approach their provincial command for the requisite approvals.

As a provincial command our aim is to be proactive in assisting branches with property development by providing development expertise, increasing the bargaining power and promoting a consistent Legion presence in our province. For example, the Legion Branch in Surrey is in a prime development location with all surrounding properties owned by developers hoping to build condo and commercial towers. The opportunities for this branch are immense and the provincial command has stepped in to offer a vision of a Veterans Care Center that will provide full service for Veterans, with specific attention to PTSD treatment. By looking at the attached brochure you will see that when a branch is supported by their provincial command and a team of development experts the outcome will have a meaningful impact on Veterans and the Royal Canadian Legion across the country.

The impact of this project will be incredible, but with this comes risk: there is significant risk connected to all entities involved in the development, construction, financing, and operating of such a project. But, with risk comes great rewards, however, because of this risk our legal counsel recommends containing it by creating a company under the BC/Yukon Command to handle the advising and brokering of our branches' development deals. This newly created company, "Legion Development Co.", which we've given the pet name "Legion Co" will be able to identify opportunities, share expertise in not-for-profit partnerships with developers, and promote a consistent image for Legion developments.

Our legal team has reviewed The General By-Laws and in their interpretation, Section 122(a) does not restrict the creation of "Legion Co." because the purpose of this company is not for purposes of holding or administering any property of our provincial command and Section 122(b) to (f) does not contemplate the creation of "Legion Co." specifically.

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Marc