

District and Zone Commanders Reference Guide

Prepared for the 57th Convention
Nova Scotia-Nunavut Command
May 2025 - Updated February 2026

Caution: Changes to source publications will affect the accuracy of information within.

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This Guide is to develop a sense of a Commander's responsibilities. The source publications must be consulted before giving directions or making decisions.

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Royal Canadian Legion publications can be downloaded from the Legion Portal – Branch and Command Resources

portal.legion.ca

NS-NU publications from the Command website

ns.legion.ca

NS-NU COMMAND BYLAWS – November 2024

ARTICLE III – THE CONVENTION

314 The reports of District Commanders, Dominion Command Representative and Chairpersons of all Command committees (except Finance) shall be in the hands of the Executive Director by February 15th of the Convention year. Any reports received after the deadline will not be included in the Convention Book.

ARTICLE IV – DISTRICTS AND ZONES

401 From time to time, the Convention may divide the jurisdiction into Districts and Zones to facilitate supervision of the activities of the Command.

402 The Command may, by By-Law, group two or more Zones in a specified area into a unit to be known as a District.

403 No Branch shall be transferred to a different Zone or District without prior direct notification to the Branch.

404 A District or Zone is designed to ensure equitable representation on the Executive Council and to facilitate supervision and advice in Branch work.

405 A meeting of the delegates from each Branch in each District or Zone may be held not less than thirty (30) days prior to the opening date of a convention, other than a Special Convention. Each Branch in the District or Zone shall be given notice in writing at least seven (7) days before the meeting is held and said meeting shall be held in the District or Zone area.

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A Each Branch in a District and Zone, with the exception of Cape Breton District A and Nunavut District G shall be entitled to two (2) voting delegates at a District/Zone meeting or election. Each such delegate must be a member in good standing of the Branch he represents.

B Each Branch in Cape Breton District A and Nunavut District G shall be entitled to voting delegates at a district meeting based on the following formula:

I Three (3) delegates for one hundred (100) members or less;

II Four (4) delegates from one hundred and one (101) to one hundred and fifty (150) members;

III Five (5) delegates from one hundred and fifty one (151) to two hundred (200) members; and

IV Six (6) delegates for two hundred and one (201) or more members with a maximum to be six delegates.

C Each such delegate must be a member in good standing of the Branch he represents.

407 A District Commander shall be elected to each District and a Zone Commander shall be elected in each Zone. District Commanders shall be a member of the Executive Council and his term of office shall be concurrent with that of the elected officers of the Command.

A To be elected as a District Commander, a member in good standing of a Branch must have served as a District or Zone Commander, a Deputy District or Deputy Zone Commander or a Branch President for at least one full term.

B To be elected as a Zone Commander, a member in good standing of a Branch must have served on the District/Zone or Branch Executive or as District/Zone Commander or Deputy District/Zone Commander for one full term and his term of office shall be concurrent with that of the elected Officers of the Command.

C Election of a District/Zone Commander shall be in accordance with By-Law 406.

408 When other than expiration of office, the office of the District/Zone Commander becomes vacant, the Branches in the District/Zone shall be requested to call a District/Zone meeting and elect a Commander to fill the vacancy. The newly elected District/Zone Commander shall be installed within thirty (30) days of his election, by an officer of the Command.

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A A Zone meeting other than for the election of a Zone Commander may be held at the discretion of the Zone Commander provided that, if three (3) Branches in the Zone forward a written request to the Zone Commander asking that a Zone meeting be held and stating the purpose for which the meeting is requested, the Zone Commander shall within twenty-one (21) days from the date of receipt of such requisition call a Special Zone Meeting to deal with the business stated in the requisition.

B A quorum for any Zone meeting shall be the majority of branches within the Zone being represented by at least one delegate from that branch.

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A A District meeting other than for the election of District officers shall be as laid down in the Terms of Reference of the District, provided that if a majority of the Branches in the District forward a written request to the District Commander asking that a District meeting be held and stating the purpose for which the meeting is requested, the District Commander shall within twenty-one (21) days from the date of receipt of the requisition call a Special District Meeting to deal with the business stated in the requisition.

B A quorum for any District meeting shall be the majority of branches within the District being represented by at least one delegate from that branch.

C Districts shall hold individual District meetings a minimum of 3 times per year.

411

A The Zone Commander shall visit each Branch in his Zone at least twice a year and may organize an active Zone Board comprising of representatives of each Branch for the purposes of consultation upon mutual problems, united effort and interest.

B He shall check with the Branch Presidents and Secretaries to see that all correspondence and circular letters issued by Command and Dominion Command receive attention and that their purport is conveyed to the general membership of the Branch.

C He shall check with the Branch Presidents and Secretaries to see that all reports, statements, and questionnaires due to Command and Dominion Command are dealt with promptly. In this regard, he shall himself set an example by replying promptly to all correspondence directed to him.

D He shall impress upon Branch Secretaries or Secretary-Treasurers the need and importance of prompt payment of Branch accounts, particularly in payment of per capita tax which keeps a Branch in good standing and ensures the receipt of the LEGION MAGAZINE by members.

E He shall give particular attention to any Branch whose membership or activities appear to be on the decline and should assist Branches to organize membership drives and special activities, paying concentrated attention to the annual Poppy Campaign.

F He shall ensure that the Branches in his Zone comply fully with the General By-Laws and with these By-Laws. He shall exercise general supervision

over the Branches in his Zone, except in Nunavut District where the District Commander will do so.

412 The Zone Commander shall be the Chair of the Zone Board and the District Commander shall be the Chair of the District Board. The Branches may appoint/elect such representatives to the Board as deemed necessary and advisable. Such members shall have no vote unless they are one of the Branch's voting representatives.

413 Neither the District Board nor the Zone Board shall have the power to enact By-Laws or to set up any rules or regulations binding upon the Branches or the members without permission from Command.

414 The structure of Command will be as follows:

District A – Zones 1, 2 and 3
District B – Zones 5 and 6
District C – Zones 7 and 10
District D – Zones 8, 9 and 11
District E – Zones 12 and 13
District F – Zones 14 and 15
District G – Nunavut

415 The Command President shall not remove or by-pass any District/Zone Commander without due process or upon request of the said District/Zone Commander.

416

- A** A District or Zone shall elect or appoint a Deputy District or Zone Commander whose term of office will be the same as the District/Zone Commanders.
- B** The District or Zone Commander shall assign duties to the Deputy within their respective district or zone.
- C** The Deputy District or Zone Commander will be installed in accordance with the Ritual and Insignia Manual, R.C.L.
- D** Before a Deputy Commander can temporarily assume the duties of the Commander, the District or Zone Commander must notify Command in writing, stating the reason and length of time, if known, that the Deputy will be serving in this capacity.
- E** If the Deputy Commander can temporarily assume the duties of the Commander, which may include attendance at Executive Council meetings, he

may claim allowances as per 814 A that the Commander would be entitled to receive for Command duties.

F If the District/Zone Commander is a "member" of a Command Committee, it will be at the discretion of the Command President if the Deputy will assume these duties.

G If the District/Zone Commander is a "Chair" of a Command committee, the Deputy will not assume these duties; the Command President will appoint an interim Chair if required.

H If the District/Zone Commander cannot resume his duties for any reason, then Article 408 shall come into effect.

ARTICLE VI – EXECUTIVE COUNCIL

601. The Executive Council shall comprise of the Elected Officers, District Commanders, the Immediate Past President, and in addition, one representative of each of the Special Sections charged with watching over the interests of special classes of ex-service men and women, as set out in the General By-Laws, provided there are Branches of such Special Sections within the Command.

603 The Executive Council (the 7 District Commanders, the 5 Elected Officers and the Immediate Past President) will meet at least 3 times per year; February via videoconferencing; May in a non-convention year via videoconferencing and September in person at Command Office.

ARTICLE VII – COMMITTEES

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B The Chair of each Standing Committee, Ad Hoc or Special Committee shall be a member of Executive Council, a Zone Commander, a Past President of Command or a member in good standing with knowledge and experience as it pertains to Legion By-Laws or Policies within specific areas. The Chair may be appointed by the President after consultation with 1st and 2nd Vice Presidents.

ARTICLE VIII – FINANCE

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A Members of the Executive Council, members of standing committees and any employees of the Command may be entitled to receive allowances for lodging, meals, and mileage when attending council meetings, committee meetings or convention for transaction of business of the Command.

I Lodging allowance is only authorized when travelling more than 300 Kilometers (return) from their normal place of residence and have a combined travel and business totaling 9 hours or more.

a) Lodging allowance will be reimbursed by receipt only.

b) Executive Council will set the maximum daily allowance rate for lodging reimbursement at the first Executive Council meeting of each year.

II Meal allowance is only paid for meal period(s) missed during the course of those duties. Employees must be away from the Command Office and members of the Executive Council or standing committees must be away from place of residence for more than 4 hours.

III Meal allowance shall be adjusted quarterly at a rate within the tables as set by The National Joint Council Appendix C.

IV Kilometric rate for mileage allowance shall be adjusted quarterly at a minimum of 10 cents lower than the rate within the tables as set by The National Joint Council Appendix B.

B Authority for members of all standing committees attending a convention at Command expense must be obtained prior to attending said Convention.

C A sum of money agreed to by the Convention from time to time may be paid to Zone and District Commanders to reimburse them in part for expenses incurred in the performance of their duties.

D All allowance claims for Convention shall be reimbursed as per 814 A.

NS-NU Command Policies and Procedures April 2025

2. Deceased Notification

a) That it will be the responsibility of this Command that the Command Executive Director notify all Command Officers, District and Zone Commanders, and it will be the duty of the Zone Commanders, to notify other branches when there is a death of a Command or Zone/District Officer and that the flags be flown at half-mast in tribute to the deceased Comrade.

9. Deputy District & Zone Commanders

Deputy District Commander or Deputy Zone Commander if elected or appointed may be President, 1st Vice President or 2nd Vice President of a Branch. If appointed to the position of Deputy District Commander, you may be Zone Commander or Deputy Zone Commander

10. Deputy District Commander

Deputy District Commander, if elected, shall not be Zone or Deputy Zone Commander. If appointed to the position of Deputy District Commander, you may be Zone Commander or Deputy Zone Commander.

11. Elections – District & Zone

All District and Zone and Deputy District Zone shall not be elected to two different positions at two different levels within the District and Zone.

12. Branch Financial Reports

- a)** Branch Treasurers are to present a monthly financial statement at each General Meeting which shall include an opening balance, all revenue, and all expenditures and a closing balance on all accounts.
- b)** Branches are required to submit financial statements (either electronic or hard copies) to Command headquarters as per Command By-Law 1010.
- c)** Staff will e-mail a copy of the received Branch Financial Forms to the District/Zone Commander for Review.
- d)** District/Zone Commander will review reports and submit any Comments back to Command.

15. Requirements for approval of Branch requests for Loans or Mortgages

Reference: Article 1, Section 120 d – General By-Laws

Command requires the following information when considering requests from branches applying for a loan or mortgage from a financial institution:

- a)** Motion at General or Special General Meeting, including date of meeting, mover and seconder of Motion and Motion results.
- b)** Amount of funds to be applied for and the purpose of the loan or mortgage.
- c)** Name of financial institution granting the loan or mortgage.
- d)** Expected payments and duration of loan or mortgage.
- e)** Any existing branch loans or mortgages, amount of payments and name of financial institution.
- f)** Financial statements on all Branch accounts for the previous twelve months, if not already submitted to Command.
- g)** Any other information that may assist Command in making a decision.
- h)** Request for approval to be signed by Branch President.
- i)** Request for approval to be signed by Zone Commander or a letter from Zone Commander with their comments. (Copy to District Commander)
- j)** It must be emphasized that Command will not be liable in any way by granting approval of a Branch request for a loan or mortgage from a financial institution.

17. Districts and Zones

- a)** The General By-laws define 'District' and 'Zone' and each are formed for administrative purposes within a provincial command. Provincial Commands are solely responsible for the administration of Districts and Zones within their jurisdiction and the Districts and Zones are to perform such duties and functions as the provincial command may deem necessary. The Provincial Command is authorized to enact by-laws for determining the rights of attendance and voting privileges at District and Zone Meetings and other matters of procedure.
- b)** Proxy voting at District or Zone Meetings is not permitted.

- c)** The Command may authorize a District or Zone to raise funds for carrying out its duties, powers and functions by such methods as authorized by by-law (i.e., per capita tax assessment, etc.), but subject to any restrictions or limitations contained therein.
- d)** Any real or personal property or funds possessed by a District or Zone are the property of the Provincial Command and shall be possessed, held, or used by the District or Zone as an administrative agent of the Command.
- e)** The District and Zone are not legal entities of the Legion and no charter is issued to them. They may not make decisions as to Legion policy or administration, inconsistent with the policies in effect or contrary to the Provincial and Dominion By Laws.
- f)** The By-Laws of Command do not provide the authority for, and a District or Zone do not have the authority, to legislate that Dominion Command/ Command Officers and/or Dominion Command/ Command Standing Committee Chairmen residing within a Zone or District, be made voting members of a District or Zone Executive Council.
- g)** The by-laws do not provide for Districts and Zones to make resolutions and branches are obligated to submit a resolution to the District Commander for scrutiny. If a branch resolution is not approved by the District Commander, the onus is on the Branch to submit the resolution to Command if the branch still wishes the resolution to go forward.
- h)** The District Commander may attend Provincial Conventions as a delegate of Command or a delegate of his/her own branch.
- i)** The Minutes of all District and Zone meetings shall be forwarded to Command within 30 days of said meetings.

18. District Commanders – Terms of Reference

- a)** The District is subject to the jurisdiction of the Command.
- b)** A District Commander is elected by representatives of the branches of the District in which they are a member, at a duly called District meeting held prior to a Provincial Convention. The term of office shall be from the conclusion of the provincial convention immediately subsequent to his/her election to the conclusion of the next Provincial Convention.

- c)** To be elected as a District Commander, a member in good standing of a branch must have served as a District or Zone Commander, or a Deputy District or Deputy Zone Commander or a Branch President for at least one full term.
- d)** The District Commander is to notify the Provincial Command Office of the names, addresses, telephone numbers, etc., of the incoming District and Deputy District Commander(s) following the District elections. They are to meet with the newly-elected Zone Commanders following convention to outline their duties and responsibilities.
- e)** To attend a Dominion Convention a District Commander must be a voting delegate of his or her own Branch.
- f)** The District may elect or appoint a Deputy District Commander for the purpose of assisting the District Commander.
- g)** The District Commander to receive \$850 stipend yearly to be paid in two equal installments in June and December.
- h)** Districts should be authorized to collect a reasonable amount of funds from the Branches within the District for the cost of operating the District upon approval of Command.
- i)** The District Board shall be responsible for any expenses incurred for the operation of the District.
- j)** The District Commander shall submit a district report, on the approved form-refer to Section VIII - Forms, to the Command Executive Director at the call of the Command Chairman, prior to each Command Council Meeting. Sub Executive will meet with the District/Zone Commanders via Zoom quarterly to have a round table discussion on ways to promote engagement and connection with our Command as well as to discuss the status of all Branches within the Command.
- k)** The District Commander will co-ordinate in conjunction with the Zone Commander, seminars at Zone level.
- l)** The District Commander will encourage the attendance of members of the Ladies Auxiliary at District and Zone Seminars.
- m)** The District Commander will make certain Branches participate in Command programs and projects.

- n)** The District Commander will ensure Branches adhere to the General By-Laws of the Legion and that of the Command as well as the Branches' By-Laws.
- o)** The District Commander will foster good working relationships and open communications between the Branches and the Ladies Auxiliaries.
- p)** The District Commander will impress upon Branches, the necessity of good public relations within the community.
- q)** The District Commander will oversee the organization and planning of District meetings.
- r)** The District Commander will make certain Zone Commanders are aware of their duties and responsibilities.
- s)** The District Commander will render assistance to Zone Commanders as the need arises.
- t)** The District Commander will make certain Zone Commanders instruct Branches to submit information as directed, i.e.:
 - i)** Attendance at Seminars
 - ii)** Completed Poppy Trust Fund Report Form
 - iii)** Information to Schools on the Literary Composition, Poster Contests and Bursary Programs
 - iv)** Track and Field Competition
 - v)** Membership information
 - vi)** Branch Programs and Community involvement
 - vii)** Monthly Branch Financial Reports
 - viii)** Leadership Training Camp
 - ix)** Cadet Medal of Excellence
- u)** The District Commander will ensure copies of the minutes of District meetings and District Executive Council meetings are submitted to Command for information purposes.
- v)** The District Commander shall exercise general supervision of the Branches within the District.

w) The District Commander shall attend a Zone meeting in each Zone within the District at least once a year.

x) The District Commander shall also carry out any other duties that may be assigned to him by the Command President.

y) The District Executive Council shall meet at the call of the District Commander.

z) District Commanders are to ensure that branches within their District adhere to

Command By-Laws and Policy regarding submittal of branch financial statements.

aa) Once branch financial statements are received by the Command office, they will be scanned and distributed to the District Commander (electronic or hard copy) for the District Commander's review and comments, who in turn will report all findings to Command.

bb) Where a District Commander vacancy occurs through removal, death or resignation, the replacement will be made in accordance with Command bylaws.

19. Zone Commanders – Terms of Reference

a) The Command shall be organized into such zones as the Command Convention may determine from time to time.

b) The Zone is subject to the jurisdiction of the Command and shall be comprised of all branches within its territorial limits as set forth by the Command Convention.

c) A Zone Commander shall be elected for a two-year term by the Zone at a meeting or rally held in the year in which the Command convention is held.

d) Zone Commander elections shall be completed not later than March 31st in the year in which they are due. Zone Commanders, if letting their name be placed for reelection, shall appoint, or invite a chairman to conduct the election. The Zone Commander shall not have a vote at that meeting unless he/she is one of the two eligible branch delegates. Not more than two delegates from each branch in the Zone may cast a ballot. This does not prevent as many members as they may wish from attending.

e) In the year of the election, incoming Zone Commanders will be installed at the District meeting.

- f)** Zone Commanders will be required to submit their reports on activities including all problems and irregularities in their zone at once to the District Commander.
 - g)** Zone Commanders shall be required to visit each branch in the zone at least twice a year. However, the Zone Commander is entitled to visit a Branch without a specific invitation. The annual visits should be at General Meetings or an Executive Meeting to observe how the meetings are conducted and to ensure proper ritual and procedure are being carried out.
 - h)** Where a Zone Commander vacancy occurs through removal, death, or resignation, the replacement will be made in accordance with Command By-Laws.
 - i)** A zone may elect or appoint sufficient Zone Council members as may be deemed necessary for the efficient operation of the zone. Any expenses incurred by said elections or appointments will be the responsibility of the applicable Zone.
 - j)** Zone meetings/rallies are to be held a minimum of twice per year, preferably prior to the Command Council meetings.
 - k)** To receive \$850 stipend yearly to be paid in two equal installments in June and December..
 - l)** Zone commanders are to submit minutes of Zone meetings to the District Commander for information purposes.
 - m)** To be elected as Zone Commander, a member in good standing of a Branch must have served on the District/Zone or Branch Executive or as District/Zone Commander or Deputy District/Zone Commander for one full term.
 - n)** Zones should be authorized to collect a reasonable amount of funds from the Branches within the Zone for the cost of operating the zones/districts upon approval of Command.
 - o)** In the event of a dispute between branches relating to Branch territory, the Zone Commander will investigate. If, after meeting with the branches concerned, he/she is unable to resolve the dispute, they will then pass it along to the District Commander for a decision.
 - p)** Zone Commanders will ensure that all complaints/grievances are handled in accordance with Article III of the General By-Laws.

- q)** The Zone Commander shall have a very close liaison with the Branches in his/her Zone and shall assist the branches in any way required.
 - r)** The Zone Commander shall promote the need to adhere to by-laws, policies, and other directions that may exist. If co-operation problems or other difficulties arise the Zone Commander will report the situation to the District Commander for appropriate action.
 - s)** They shall promote special projects that will enhance the image of The Royal Canadian Legion.
 - t)** They shall promote annual seminars and workshops on all facets of the Legion, i.e. membership, leadership, service work, etc.
 - u)** They shall promote harmony and understanding between branches.
 - v)** The Zone Commander shall ensure that all sanctioned Command sports that lead to Provincial & Dominion Playoffs conducted in their zone are carried out as per Command sports regulations. It will be their duty to ensure the District Commander and Command are advised of the zone winners.
 - w)** The Zone Commander shall sign all major award applications such as the MSM, Palm Leaf, Life, etc., if they approve of the awarding, before being sent to the Command Honours and Awards Committee for review. A copy shall be sent to the District Commander for information.
 - x)** The Zone Commander will follow up on reports and returns required by Command, ensuring that branches complete the reports and forward these reports to Command on time.
 - y)** They shall be prepared to attend District meetings/rallies and where applicable, Command Conventions.
 - z)** They shall carry out duties as assigned by the District Commander and the Command President.
- aa)** The Zone Commander is responsible for organizing Zone Board Meetings and/or rallies. He/she should contact the host branch early and arrange a satisfactory date for the majority of the branches.
- bb)** Zone Commanders, from time to time, should make a survey of their zone. The purpose of this survey is to promote organization and work of the Legion as a whole, ensuring the purposes and objects of the Legion are being carried out and offering support to branch endeavours where possible.

cc) Should they discover problems of areas of concern, they should attempt to rectify the situation giving consideration to the following options:

- i)** The recommendation of amalgamation of inactive branches into one active and viable Branch.
- ii)** A recommendation for organizing and chartering of new branches in areas where this is feasible and practical.
- iii)** Offering assistance in the organizing of branch membership campaigns, etc.
- iv)** Organizing and conducting meetings of branches with the areas of concern and be prepared to suggest solutions.

dd) Zone Commanders should be the liaison between branches and the District Commander/Command. This does not preclude branches from liaison directly with the Command office on routine or necessary matters.

ee) To secure a proper picture of each branch, the Zone Commander should during a visit to each branch, also do a general survey of their operation including such things as:

- i)** Are the meetings well run?
- ii)** Do they use the Ritual?
- iii)** Does the secretary bring all correspondence to the meeting?
- iv)** Do the members transact the business of the meeting in a spirit of Comradeship?
- v)** Do they keep any books? Are all financial transactions reported to the meeting by the treasurer?
- vi)** Does the secretary answer correspondence promptly?
- vii)** Have they an active Membership Committee?
- viii)** Is the talent in the branch being used by having members active on committees such as Poppy, Membership, etc.?

ff) The answers to these questions will determine the status of the branch and it is up to the Zone Commander to show the way they should go. After a visit by the Zone Commander, he/she should send a report regarding the branch to the District Commander and the respective Branch.

gg) At times, it is advantageous to arrange group meetings. Request a central branch to act as the host to one or two neighbouring branches. This saves time, but of more importance, it tends to create a spirit of comradeship between branches. Where there is an active Ladies Auxiliary, there is invariably an active branch. Suggest the formation of a Ladies Auxiliary if none exists.

hh) Further to these Terms of Reference, Zone Commanders responsibilities are outlined in the Command By-Laws.

ii) Any other related duties as assigned by the District Commander and Command.

jj) Zone Commanders are to ensure that branches within their Zone adhere to Command By-Laws and Policy regarding submittal of branch financial statements.

kk) Once branch financial statements are received by the Command office, they will be scanned and distributed to the Treasurer of NS/NU Command as well as copied to the District Commander and the Zone Commander (electronic or hard copy) for the District Commander and Zone Commander's review and comments, if required.

ll) A Zone Commander within a District shall report any findings or irregularities relating to branch financial statements immediately to the District Commander, who in turn will report all findings to Command.

mm) The Zone Commander shall submit a zone report, on the approved form - refer to Section VIII – Forms, to their District Commander, at the call of the District Commander, prior to each Command Council meeting.

SECTION VI – PUBLIC RELATIONS

Speaking to the Media

Please refer to the Command By-Laws, Article V – Officers, Para 515 which states: "All official information for publication to the press or otherwise shall be issued by the President or by the Public Relations Chairperson/Command Executive Director upon authorization of the President."

This by-law shall be interpreted as, but not limited to, meaning all items which deal with the policies or By-Laws of Command or of The Royal Canadian Legion in general.

Public Relations Manual: For all matters dealing with internal Branch public relations, the Branch or Zone/District PRO is requested to refer to: Marketing and Public

Relations manual for the most up to date information. Located within Dominion Command online resources. Marketing and Public Relations (legion.ca)

Miscellaneous Instructions in the Command Policy Manual

Zone Commanders Reports	page 46
District Commanders Reports	page 49
Resolution Submission Form	page 53
Branch By-Laws Amendments/Changes Form	page 74
Ritual, Awards and Protocol	page 77

Legion Policies

Extracts from Policies published on the Legion Portal – Branch Resources – Branch Management

Canadian Legal Requirements

Privacy Laws and Canada's Anti-Spam Legislation

Canada's Privacy Laws and Canada's Anti-Spam Legislation (CASL) have clear and direct implications for The Royal Canadian Legion.

All Branches must follow the PIPEDA fair information principles, including ensuring they do not collect, use or disclose personal information without the knowledge and consent of the person the information relates to.

CASL requirements are specifically related to email communications and email marketing. Organizations that send commercial electronic messages such as emails promoting a product or service, must comply with CASL's requirements to obtain consent, provide identification information, and include an unsubscribe mechanism in each message. Being a non-profit organization does not exempt The Legion from CASL.

The Royal Canadian Legion collects personal information for purposes including but not limited to processing a membership application, communicating with members, coordinating Legion programs, and assisting Veterans. Personal information is any data that can identify you as an individual and may include information such as name, address, phone number, email address, age, citizenship, medical or employment history, financial information, or identifying numbers such as driver's license or military service number... to name a few.

Best practices suggest Branches and Commands review their privacy and CASL policies and procedures annually and make them readily available to their members and the public.

Legion National Headquarters updated our privacy policy and terms of use in June 2019 and published the information at Legion.ca/legal. The statement applies only to information collected, used and shared by Legion National Headquarters.

Is Your Branch Compliant?

Below are some considerations when developing policies and procedures. This is not an exhaustive list, and legal advice and review is recommended to ensure your Branch or Command is meeting all privacy and CASL requirements.

Collection of personal information

- Have you clearly communicated to the individual, at or before the time of collecting their personal information, why you are collecting that information and how it will be used and/or shared if applicable?
- Are you collecting only the personal information necessary for the purposes identified?
- Has the individual provided their consent to collect, use and disclose their personal information for the purposes you communicated?
- Are you keeping records of both consent and withdrawal of consent? Are you retaining personal information securely?
- Are you aware implied consent for members expires after 2 years, and only certain types of communications may be sent under implied consent?
- Are you disposing of personal information securely?

Use of personal information

- Are you using personal information only for the purposes identified when collecting the data?
- Do you have consent to use the individual's personal information for this use?
- Do individuals have the option to easily opt out of or unsubscribe from communications at any time?

Disclosure of personal information

- Have you restricted access to the personal data only to those who require it for the purposes identified?
- Are you sharing personal information with 3rd party organizations (example: external organizations offering member deals on products or services; organizations soliciting for donations or supporting a Legion initiative)? If yes, have you received express consent for that purpose?

Important Information Regarding 3rd Party Organizations

The Royal Canadian Legion may not give, rent or sell any member information without full disclosure and express consent from the member to share their information. Before generating any list for a 3rd party communication, Branches must first check with Legion National Headquarters Member Services, as a member may have opted out of 3rd party communications through their online member profile.

Update Your Membership Application Forms

Legion National Headquarters updated the Legion Membership Application Form in July 2019 to obtain express consent for collection, use and disclosure of personal data for internal Legion member administration use. Please use the updated form available through the Legion Supply Department or by downloading the form from the Member Services Website

Stolen Valour

Branches may become aware of suspected cases of Stolen Valour through a number of possible ways:

- From members,
- From Legion Levels of Authority who would in turn have found out through a member complaint or from Stolen Valour Canada (SVC),
- On line, through social media, report from the public, or the SVC website.

In any of these cases, it is important to respect our members' right to due process and to have their side heard. At the same time, fraudulent wearing of medals or uniforms is a federal crime, and branch executives are responsible to protect their branch's reputation and the reputation of the Royal Canadian Legion.

When made aware of suspected Stolen Valour, branch Presidents are to:

- Identify someone who can speak to the person accused of Stolen Valour. That individual can be the President themselves, or a trusted member of the branch who the person accused is comfortable talking to,
- Explain the accusation to the person, and explain the potential impact on the branch and the Legion if it were to be true.
- Give the person the opportunity to tell their side of the story. Ideally, the conversation will either clear up the situation by providing the President evidence that there is no case, or it will allow the person accused the opportunity to understand the potential harm they could cause and give them an opportunity to redeem themselves by surrendering those items that they were wearing fraudulently.

- Report to their Command headquarters through the appropriate channels how the issue has been resolved.

If the individual in question refuses to surrender the decorations or medals and cannot provide a reasonable explanation as to their validity, a branch president has some options:

- They can notify law enforcement authorities of an alleged breach of Criminal Code S. 419,
- If any member believes that the alleged Stolen Valour constitutes conduct that brings or tends to bring the Legion into discredit, a complaint can be lodged under Article III of the General By-Laws. As per General By-Law 304H, a branch president may deprive the member against whom the complaint is lodged of clubhouse privileges and remove them from office or position.
- Additionally any member convicted in Canada of an offence under section 419 of the Criminal Code of Canada (Stolen Valour), shall be summarily expelled from the Legion as per The General By-Laws article 203.

It is not recommended that the branch President officially engage with or solicit assistance from SVC; they are not an arm or resource of the Royal Canadian Legion and should not be treated as such. However, the member accused of Stolen Valour are to be made aware that SVC rarely lets an allegation go if they believe they have a case.

Wearing of Outlaw Motorcycle Club/Street Gang Colours at Legion Events

Veterans come in all sizes, shapes and forms but what is clear is that the motorcycle community attracts many veterans for various reasons. As mentioned above, riding a motorcycle is a form of therapy and also camaraderie that some veterans find appealing.

In Canada, there are many Veteran motorcycle groups across the country that support and ride on behalf of causes supporting Veterans. In a majority of instances, monies raised through these rides assist Veterans in their daily lives either through direct support and / or research activities. Legion Riders, <http://www.legion.ca/communities-youth/legion-riders> is one way for Legion members to become involved in both communities.

Motorcycle groups, regardless of cause, are often viewed in a stereotypical manner that may be less favourable than other groups. It is interesting to note, that groups like the Hell's Angels were started by Second World War fighter pilots who continued to seek the thrill and exhilaration they had in a fighter airplane.

Groups such as the Hells Angels and others have now been classified as outlaw motorcycle clubs (OMCs) because of their actions and involvement in criminal activities. Members of such motorcycle clubs, which are considered organized crime groups, can be identified by the distinctive clothing (i.e. "Colours") and patches they wear (i.e. 1% patch), which clearly identify them as a member of an OMC.

The Issue

Last year, during a Remembrance Day Ceremony at a branch in Ontario, members of the Outlaws MC and Black Pistons MC1 attended the ceremony dressed in full patch colours. The members of these OMCs were Veterans who wore their service medals on their colours. They placed a wreath at the ceremony than attended the post ceremony functions inside the Legion branch. At the same ceremony, there were uniformed service members and RCMP in full dress uniform.

Following this incident, an inquiry was received both at Dominion Command and at the branch level as to the appropriateness of allowing OMC members wearing colours to participate in a Legion event. A meeting with members of the Criminal Intelligence Service Canada (CISC), the RCMP, Military Police, and local law enforcement then took place to address concerns regarding OMCs and Street Gangs.

As a result of the meeting, the following was ascertained:

Although the members of the Outlaws and Black Pistons MCs were veterans, it was clear that they were attempting to use the good image of the Legion and CAF to support a level of legitimacy for the group and acceptance.

The wearing of OMC / street gang colours, while not illegal, serves to act as a level of intimidation in local communities.

For service and law enforcement members, it is not advisable that they associate with known members of OMCs/street gangs as this could compromise their security.

The policy of the CAF is clear: "to ensure that the CAF reflects the Canadian ideals of diversity, respect and inclusion, and that it provides a workplace free from harassment and discrimination, the following conduct is prohibited: o Participation in an activity of, or membership in, a group or organization that a CAF member knows, or ought to know, is connected with criminal activities, promotes hatred, violence, discrimination or harassment on the basis of a prohibited ground of discrimination as defined in the Canadian human rights act (CHRA). Prohibited activities include those related to groups

that a CAF member knows, or ought to know, promote racism, sexism, misogyny, violence, xenophobia, homophobia, ableism and discriminatory views with respect to particular religions or faiths. If in doubt, CAF members are expected to seek guidance from their chain of command as to whether the activity or the membership would contravene these rules.”

In many jurisdictions, there are laws and understandings amongst local business leaders that prohibit the wearing of OMC colours and access to local businesses and certain public events.

CISC representatives have made themselves available for further support to the Legion when required.

The Legion’s own Article of Faith state: Maintaining in and for Canada the rule of law - encouraging the national and united spirit - ordered government - and striving for peace, goodwill and friendship between Canadians and among all nations.

The Solution

Clearly, associating with known members of an OMC / street gang does not easily coexist with the notion that our Veterans served and sacrificed to protect our way of life and our laws. Nor does it comply with our own Articles of Faith. Although some Veterans have become part of the OMC culture, it would be considered disrespectful to continue to permit those individuals, while dressed in OMC / Street Gang colours, to participate in Legion Events, such as Remembrance Day Ceremony, even though they want to honour their Comrades. It would not be considered disrespectful to participate if they refrained from wearing their colours or other groups that support and promote ideologies that are contrary to the Article of Faith and to values of Canadian's.

Therefore, the following policy statement is offered for consideration and dissemination across the Legion:

RECOMMENDATION: It is recommended that the following policy be adopted by the Legion. The wearing of OMC / street gang colours not be permitted at Legion events and premises as this is contrary to the Legion’s Articles of Faith and disrespectful of the sacrifices made by our Veterans.

The implementation of the policy will be a matter of communicating in our local communities that the practice of wearing OMC / street gang colours is unacceptable and persons wearing these colours will be asked to remove their colours, or invited to leave the event should they choose not to remove their colours. In considering the above, street gang colours and other groups who promote similar ideologies are considered to represent the same identification symbolism as does OMC colours.

Hate groups

The Royal Canadian Legion does not support or tolerate any group or organization whose views or actions are contrary to our values and those of our country. The beliefs of any group with which we interact must align with and reflect the Legion's founding Articles of Faith and General By-laws.

As such, no Branch or Command within the Legion may affiliate itself in any manner whatsoever with a group or organization that promotes or is known to promote hatred or violence due to ethnicity, religion, gender, sexual orientation or any other social determinant. This also applies to Legion support of groups affiliated with organizations that espouse hostility.

Command and Branch Executive, and Legion members must use their best judgement to ensure policy compliance. The ultimate determination as to what constitutes a prohibited group lies with Dominion Command; its determination is final and will govern.

Any Branch or Command having doubts about a group's history or its suitability to associate with the Legion, must obtain advice from Provincial Command or Dominion Command, respectively.

Noncompliance with this policy is punishable up to and including an Article III expulsion within the Legion's General By-laws.

Screening Branch bookings

Legion Branches are pillars of their communities. Not only do they host countless Legion activities, but they are also a sought-after venue for weddings, retirement parties and speaking events.

However, not everyone who requests to book a Branch has the Legion's values at heart. This is why screening each and every booking request you receive is imperative to our success.

Branches cannot be affiliated with anyone promoting discrimination, overthrowing government, supporting protests, or similar activities. Please review the Legion's Articles of Faith in the General By-laws for more detail.

Anyone either booking or officially speaking at any event held in a Legion Branch should be screened. When screening, be sure to look out for "red flags" such as missing information, invalid web addresses or credentials that are difficult to verify. Use the [Branch Booking Checklist](#) to help ensure unacceptable bookings do not occur.

With your help, we can ensure that the Legion's values are reflected in every event we host in our halls.



SPACE RENTAL REQUEST FORM – FOR BRANCH USE ONLY

GENERAL INFORMATION

Client:

Name under which rental is to be made: _____

Date(s) & time(s) requested: _____

Payment method (Cash, cheque, credit card, other): _____

Down payment (if required) made on (date): _____ Full payment made on (date): _____

Event:

General event type e.g., meeting, fundraiser, special event, etc. _____

Number of people expected: _____ Public or invitation only: _____ Expect media? _____

If guest speaker, person's name/title/affiliation: _____

Venue (if more than one branch area available for rental): _____

Specific event requirements (bartender(s), sound system, meal or use of kitchen if available, etc.):

Guest requirements (wheelchair accessible, elevator etc.) _____

GROUP BOOKING

Nonprofit or business name: _____

Local or national: _____

If not well known, brief description of group (purpose, mandate, etc.)

If charity, charitable registration number: _____

Group website: _____

Contact person: _____

Contact phone number: _____ Contact email: _____

INDIVIDUAL BOOKING

Contact person: _____

Social media address: _____

Contact phone number: _____ Contact email: _____

Purpose of booking: _____

If tribute event (anniversary, wedding, retirement, celebration of life): key honoree or person(s) name(s)

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SCREENING CHECKLIST – GROUP OR INDIVIDUAL

Repeat/regular client New client

Repeat/regular client:

- Client previously screened
- No new information of concern
- New information of concern
 - Online search done including media check
 - Branch staff and/or volunteers consulted, and/or
 - Police check, if required, completed

New client (unknown and/or questionable reputation):

- Research complete on the group/individual, as necessary
 - Online search done including media check
 - Branch staff and/or volunteers consulted, and/or
 - Branch executive consulted, and/or
 - Provincial Command consulted, and/or
 - Dominion Command consulted, and/or
- Check done with other outside organization(s) e.g., government agency
- Police check, if required, completed

If political client – double check:

- Client understands holding a meeting does not constitute Legion endorsement
- Client will not display party signage on Legion property but directional signage e.g. on door or inside a hallway is ok
- No information of concern

BOOKING STATUS - CHECK ONE ONLY

[] This group's/individual's views, purposes and the nature of the event itself align with Royal Canadian Legion founding Articles of Faith, General By-laws and hate group policy.

[] This group's/individual's views, purposes and/or the nature of the event itself contravene the Legion's founding Articles of Faith, General By-laws and hate group policy (See box below). **Rental denied.**

Checks and form completed by: _____ Signature: _____

Date: _____

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