



**STANDING ORDERS  
VOLUME III  
(ADMINISTRATIVE MANUAL)**

**FOR**

**THE ROYAL REGIMENT  
OF CANADIAN ARTILLERY**

**March 2016**



**STANDING ORDERS  
FOR  
THE ROYAL REGIMENT OF CANADIAN ARTILLERY**

**VOLUME III**

**RCA ADMINISTRATIVE MANUAL**

**PREFACE**

These Standing Orders for The Royal Regiment of Canadian Artillery replace those issued August 2011. The only official version of these Standing Orders is in electronic PDF format found on [www.canadianartillery.ca](http://www.canadianartillery.ca). A formal review of Standing Orders will be conducted every five years.

The aim of this Volume is to provide specific guidance to units and individuals in matters of The RCA's Non-Public Affairs and to ensure uniformity in the provision of benefits throughout The Royal Regiment.

The information contained herein should be given the widest possible dissemination. It is important that all members of The Royal Regiment understand the benefits available to them, the aims and objectives of the programs conducted on their behalf and the specific administrative requirements of each.

Col T.J. Bishop, MSM, CD  
Colonel  
Director of Artillery

Col T.R. Young, CD  
Colonel  
Regimental Colonel



**VOLUME III**  
**RCA ADMINISTRATIVE MANUAL**

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## **CHAPTER 1**

### **INTRODUCTION**

#### **101. GENERAL**

1. Volume III of RCA Standing Orders sets out the general principals, and specific eligibility and criteria for The RCA Non-Public Affairs of The Royal Regiment of Canadian Artillery (RCA). This Volume is The RCA Administration Manual and published under the authority of the Director of Artillery. The Regimental Colonel is charged with oversight of RCA non-public affairs.
2. Suggestions for amendments to this manual or programs should be forwarded to Regimental Headquarters, RCA (RHQ RCA).

#### **102. REGIMENTAL HEADQUARTERS**

1. RHQ RCA is the administrative headquarters of The RCA located at the Home Station. One of its main functions is to handle the day-to-day management of the non-public affairs of The Royal Regiment. RHQ RCA is responsible for implementing and managing the approved annual budgets in accordance with the duties of RHQ RCA, which can be found in Volume I, Chapter 2.

#### **103. REGIMENTAL FUND OPERATIONS**

1. The RCA Regimental Fund (Fund) contribution is voluntary and open to all past and present members of The Royal Regiment of Canadian Artillery. Its purpose is to provide financial support for the non-public affairs of The Royal Regiment. The Fund is a qualified donee.
2. The RCA Regimental Fund Executive Board (Board) has fiduciary responsibility of the Fund. More detail can be found in Volume I, Chapter 2.
3. Contributions - Voluntary contributions by members of The Royal Regiment form the major source of revenue for the Fund. Contributions to the Fund are tax deductible. The simplest and preferred way to contribute is to make a pay assignment to bulk code P028. This option is currently open to members of the Regular Force. Members of the Reserve Force of The RCA may contribute to the Fund through an annual donation. The suggested donation rates are in Annex E.
4. Donations – The Fund, qualified donee, welcomes donations from all sources outside The Royal Regiment. All donations are considered a gift that is a voluntary transfer of property without consideration. These donations to the Fund are classified as tax deductible.
5. Other revenue sources included publication subscriptions, net profits from The RCA Warehouse and Kitshop and income from investments.
6. Programmes are subject to an annual review by the Board and can change due to eligibility, criteria, and / or funding. Details of the Regimental Fund programmes can be found in Chapter 2.

## **104. REGIMENTAL FUND PROGRAMMES**

### 1. The programmes of the Fund<sup>1</sup>:

- a. provide uniform accoutrements and clothing to all Regular Force Artillery graduates (Annex A, para 3a);
- b. provide flags to deployed Artillery units (Annex A, para 3a);
- c. provide funds to promote education (Annex A, para 3e);
- d. produce our publications, The Quadrant and The Canadian Gunner (Annex A, para 3e);
- e. provide a website to permit communications (Annex A, para 3e);
- f. provide educational bursaries (Annex A, para 3b);
- g. offer emergency assistance grants (Annex A, paras 3c & d);
- h. offer expressions of sympathy (Annex A, para 3a);
- i. provide recognition for Artillery students (Annex A, para 3a);
- j. provide recognition of service to the Artillery (Annex A, para 3a);
- k. provide grants to museums and military units (Annex A, paras 3f & g); and
- l. provide funds to promote Artillery heritage (Annex A, para 3e);

## **105. REGIMENTAL NON-PUBLIC PROPERTY**

1. RHQ RCA is responsible to account for the Regular Force non-public property (NPP) held across The RCA, which has significance to The Royal Regiment of Canadian Artillery. Reserve Force units who believe that they have NPP, which may be of significance to The Royal Regiment as a whole are encouraged to contact RHQ RCA to determine suitability. RCA NPP is governed by the NPP Board of Directors (NPP BOD) on behalf of the Board. More detail for RCA NPP can be found in Chapter 5.

## **106. REGIMENTAL WAREHOUSE AND KITSHOP**

1. The Fund, as an NPF activity in accordance with CFAO 27-8, operates The RCA Warehouse and Kitshop. The RCA Warehouse and Kitshop is available on line at [www.rcakitshop.net](http://www.rcakitshop.net). The RCA Warehouse and Kitshop is governed by the Warehouse and Kitshop Board of Directors (BOD) on behalf of the Board. More detail for RCA Warehouse and Kitshop can be found in Chapter 4.

(107 to 199 inclusive - not allocated)

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<sup>1</sup> References in brackets refer to specific requirements in the Constitution



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**THE ROYAL REGIMENT OF CANADIAN ARTILLERY  
REGIMENTAL FUND CONSTITUTION (2015)**

Definition

1. In this constitution:
  - a. "The RCA" is the official military abbreviation for The Royal Regiment of Canadian Artillery;
  - b. "The Royal Regiment" is a shortened form of The Royal Regiment of Canadian Artillery;
  - c. "Fund" means The RCA Regimental Fund;
  - d. "Senate" means the Artillery Senate; and
  - e. "Board" means The RCA Regimental Fund Executive Board.

Authority

2. The RCA Central Funds which previously existed under the authority of Canadian Forces Administration Order 27-8 were amalgamated and established as The RCA Regimental Fund.

Objects

3. Details of the objects and conditions of the Fund are contained in The RCA Standing Orders Volume III, Chapter 2 and are as follows:
  - a. to maintain and foster esprit de corps, comradeship and mutual regard amongst all present and past members of The RCA;
  - b. to provide post-secondary educational bursaries to eligible Regular Force, Primary Reserve Force members and their immediate family, which lead to a certificate, diploma or degree from a recognized institution of higher learning on either a full or part-time basis, or through courses of specialized training;
  - c. to provide emergency assistance to current Regular Force members of The RCA where there is a demonstrated financial need;
  - d. to provide emergency assistance to former Regular Force and serving Primary Reserve members of The RCA where there is a demonstrated in extremis financial need;
  - e. to provide funds to promote and communicate the proud history and traditions of The RCA, thereby further promoting pride amongst members of The Regiment;
  - f. to assist Artillery units as well as the Home Station messes in the preservation of items of historical significance, memorabilia, artifacts and property (collectively known as RCA Non-Public Property), and to account for these items under a centralized system of accounting specific to RCA NPP;

Annex A  
to Chapter 1

- g. to support the operation of The RCA Museum and from time to time any other museum which maintains a collection of items of historical interest, memorabilia, articles or property which relate to The RCA;
  - h. to support The Royal Canadian Artillery Band and, from time to time, other Artillery bands;
  - i. to support a central RCA Warehouse and Kitshop, a non-profit entity, which provides accouterments for sale to Artillery soldiers and units at minimal markup;
  - j. to hold, account for and administer all monies collected to further the objects set out herein; and
  - k. to make all necessary by-laws, rules and regulations for the administration of the Fund; for the collection of donations to the Fund; and for appointment of Standing Committees and the definition of their duties and responsibilities.
4. The Board will conduct the business of these objects through a series of programmes for which an annual budget will be set and modified as required.

Donations

5. Donations to the Fund are voluntary. All donations are considered a gift that is a voluntary transfer of property without consideration. Donors will be provided an income tax receipt or T4.

Restrictions

6. The following limitations apply:
- a. The Fund shall not acquire real property; and
  - b. The business of the Fund shall be conducted in accordance with the procedures set out by DND for the operation of Branch Funds, without purpose of gain for its members; any profits or other accretions to the organization shall be used to promote the objects outlined in paragraph 3.

Governance

7. The RCA Regimental Fund shall be governed by an Executive Board composed of:
- a. President - appointment to be assumed by the Regimental Colonel, or in his absence, by an officer designated by the Director of Artillery;
  - b. Vice-President - appointment to be assumed by The Commander Home Station or an officer designated by the Director of Artillery;
  - c. Treasurer | Secretary - to be assumed by the Regimental Major and Adjutant respectively; and
  - d. Board members as follows:

Annex A  
to Chapter 1

- (1) Commanding Officers and Regimental Sergeant Majors (RSM) of The RCA Regular Force units, namely:
  - a) 1<sup>st</sup> Regiment Royal Canadian Horse Artillery (1 RCHA);
  - b) 2<sup>nd</sup> Regiment Royal Canadian Horse Artillery (2 RCHA);
  - c) 5<sup>e</sup> Régiment d'artillerie légère du Canada (5 RALC) ;
  - d) 4<sup>th</sup> Artillery Regiment (General Support), RCA (4 Regt (GS), RCA);
  - e) The Royal Regiment of Canadian Artillery School (RCAS); and
  - f) The RCA Band.
- (2) a Reserve Unit CO as appointed by the Director of Artillery;
- (3) The RSM RCA; and
- (4) other members (including designated unit representatives) as determined by the Board from time to time.

Powers of the Executive Board

8. The Board shall make decisions concerning all or any assets owned by the Fund, providing these decisions do not contravene DAOD 5045-0, DAOD 9003-1, A-FN-105-001/AG-001, Personnel Support Program Policy Manual, and RCA Standing Orders Volume III, and are in accordance with the objectives set out in the constitution of The RCA Regimental Fund.

9. Amendments to the Constitution will be approved by the Board.

Meetings

10. The Board will meet as often as necessary, but not less than once annually.

11. A matter of business shall be decided by the majority vote of those present, providing that the majority vote is greater than the minority vote by at least the number of absent voting members.

12. If a clear majority cannot be obtained as above, the vote of the absent members shall be determined by correspondence.

13. In the case of a tie, the President shall cast the deciding vote.

14. Matters that could have a significant impact on The Royal Regiment or the financial health of the Fund will be referred to the Director of Artillery.

Minutes

15. The proceedings of each meeting will be recorded by the Secretary. Copies of the minutes will be sent to all members of the Board with information copies forwarded to the Artillery Council and secretary of the RCAA. The original will be archived at RHQ RCA.

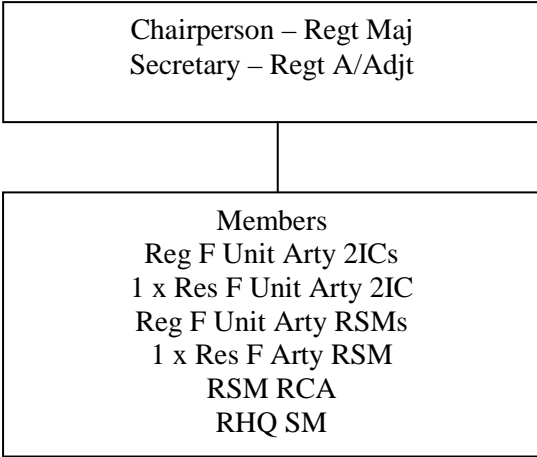
Annex A  
to Chapter 1

**Budget**

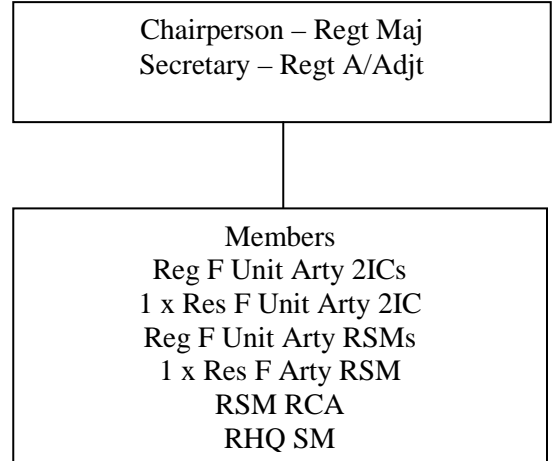
16. The Board will approve an annual budget for the Fund programme disbursements and the administrative costs associated with operating the Fund. The annual budget will be included in minutes and circulated as per paragraph 16.

**RCA REGIMENTAL FUND STANDING  
COMMITTEES ORGANIZATION CHART**

RCA Warehouse and Kitshop Committee



RCA NPP Committee



**CONFLICT OF INTEREST GUIDELINES FOR  
INDIVIDUALS DIRECTLY ASSOCIATED WITH  
OR EMPLOYED BY THE RCA REGIMENTAL FUND**

General Scope

1. In dealing with outside agencies, individuals and organizations, employees of The RCA Regimental Fund (Fund) and individuals directly associated with the Fund, both military and civilian, must make it clear whether they are speaking on behalf of the institution or for themselves. They shall not represent, or appear to represent the Fund without first receiving a mandate to do so.

Conflict of Interest

2. Employees of the Fund, members of The RCA Regimental Fund Executive Board (Board) and military personnel assigned duties in RHQ RCA owe their loyalty to the institution. Activities which conflict with this loyalty or which may cause favor or advantage to personnel or outside interests shall be avoided. Critical areas of outside interests are personal collecting, dealing in military artifacts and memorabilia, the acceptance of or giving gifts and certain types of outside employment. In all such areas, the full and open disclosure by employees of all private holdings and transactions is imperative.

Personal Collecting

3. Members of RHQ RCA and the Board, both military and civilian, who are directly associated with The RCA Museum and who collect military equipments, documents, artifacts or memorabilia must:
- a. follow the personal collecting guidelines established by The RCA Museum. Collections acquired prior to employment, family inheritances and collections falling outside The RCA Museum's collection mandates are generally exempt. Notwithstanding these specific exemptions, all collecting interests must be declared;
  - b. at the time personal collectors become directly associated with The RCA Museum, they shall provide The RCA Museum with a full inventory of their collection. This inventory shall be updated quarterly for the duration of the employment;
  - c. personal collectors shall not compete with The RCA Museum for an object or collection of artifacts. In all cases personnel must give The RCA Museum first option to acquire any object before adding it to a personal collection;
  - d. personnel associated directly with the Fund or assigned duties in the RHQ RCA shall not be permitted to purchase objects deaccessioned from The RCA Museum. They are forbidden to trade objects held in their personal collection for objects in The RCA Museum's collection;
  - e. personal collectors may not store all or any part of their personal collection in or on RHQ or RCA Museum or Annex buildings or grounds. They shall not conduct research or carry out conservation procedures on privately owned artifacts during duty hours. No research or conservation activities in support of personal collections shall be conducted on or in RHQ or RCA Museum buildings or grounds. This prohibition extends to the conduct of business aimed at the acquisition or disposal of objects held as part of a personal collection;

Annex C  
to Chapter 1

- f. if a personal collector decides to dispose part or all of his personal collection he is encouraged to offer it first to The RCA Museum either as a gift or at a fair market value;
- g. personal collectors shall not, in their personal capacity, negotiate with dealers and suppliers with whom The RCA Museum or Fund activity conducts business such where negotiations may be construed as a conflict of interest may arise the purposed transaction shall be declared before hand; and
- h. conflicts of interest through a third party may arise. In cases where relatives and friends are involved in collecting activities which fall within the parameters listed above full disclosure should be made.

#### Dealings

4. There is a distinct difference between dealing (the buying and selling for profit) and occasional sales from a personal collection with the aim of enhancing the collection. To avoid any conflict of loyalty, employees of the Fund or military personnel whose duties are to administer Regimental Non-Public Affairs shall not act as dealers or as agents for dealers.

#### Gifts, Favours, Discounts and Dispensations

5. Members of RHQ RCA, employees of the Fund and the Board, shall not accept gifts from dealers, suppliers or agents representing commercial or private interests. Gifts of a monetary nature or gifts of property may only be accepted for the institution and shall be in accordance with The RCA Standing Orders, Volume III, Administrative Manual procedures.

6. No Members of RHQ RCA, employees of the Fund or the Board shall accept a discount for personal purchases from any dealer, supplier or agent with which any entity of the Fund has dealings.

#### Conclusion

7. The purpose of these guidelines is to protect the interests of the Fund Non-Public Affairs activities. They are not intended to deny individuals the right to collect or conduct business. In most cases, a simple disclosure of activity will be all that is required.



**PRESCRIBED RATES FOR  
DONATIONS TO THE RCA REGIMENTAL FUND**

**EFFECTIVE DATE**

1. The following rates are effective as of 01 Jan 13.

**REGULAR FORCE**

2. Members of the Regular component of The Regiment are requested to support the Fund's activities by donating through pay assignment – Bulk Code P028. The tax deduction will appear on the member's T4.
3. The prescribed monthly rates are as follows:
  - a. Gunner to Master Bombardier - \$5.00;
  - b. Sergeant to Master Warrant Officer & OCdt to Lieutenant -\$10.00;
  - c. Chief Warrant Officer & Captain - \$15.00;
  - d. Major to Lieutenant Colonel - \$20.00; and
  - e. Colonel to General - \$25.00.

**RESERVE FORCE**

4. Members of the Reserve component of The Regiment are requested to support the Fund's activities by donating to The Fund. A tax receipt will be issued by RHQ RCA for the amount donated
5. The prescribed annual rates are as follows:
  - a. Gunner to Master Bombardier - \$60.00;
  - b. Sergeant to Master Warrant Officer & OCdt to Lieutenant -\$120.00;
  - c. Chief Warrant Officer & Captain - \$180.00;
  - d. Major to Lieutenant Colonel - \$240.00; and
  - e. Colonel to General - \$300.00.

**REGIMENTAL FAMILY**

6. The extended Regimental Family is requested to support the Fund's activities by donating to the Fund. Guidance on donating to the Fund can be found at [www.canadianartillery.ca](http://www.canadianartillery.ca) . A tax receipt will be issued by RHQ RCA.

## CHAPTER 2

### THE ROYAL REGIMENT OF CANADIAN ARTILLERY REGIMENTAL FUND

#### 201. GENERAL

The aim of this Chapter is to outline the programmes of The RCA Regimental Fund (Fund). The Regimental Fund is a not for profit organization set up by Regular Force Gunners, whose main purpose is to provide financial support for the non-public affairs of The Royal Regiment. The aim of the Fund is to preserve artillery historical traditions and values and help to define, promote and support the distinctiveness, character and well-being of The RCA and its members. The governance of the Fund can be found in Volume I, Chapter 2.

#### 202. REGIMENTAL FUND PROGRAMMES

1. The RCA Regimental Fund supports the following programmes:
  - a. Donor Reward Programme. The Donor Reward Programme provides donors with a tangible reward in return for their donation by receiving a “gift”. This programme is covered in Annex A.
  - b. Regimental Identity Programme. It is tremendously important to maintain a common identity within the Artillery. This consists of the provision of Regimental Standing Orders to all units, the initial issue of regimental accoutrements and tracksuits to eligible members; the provision of a Regimental flag to units deploying on operations; and the Deployed Personnel Christmas Gift which is cost shared with the RCAA. These programmes are covered in Annex B to E;
  - c. Regimental Professional Development and Education Programme. Designed to promote professional development and intellectual discussion within the Artillery, the Fund supports a number of programmes. These include the annual Junior Officer Course, the Colonel Geoffrey Brooks Memorial Essay Competition; educational bursaries for eligible persons for post-secondary education; and any other authorised RCA activities that promote Professional Development. These programmes are covered in Annex F to J;
  - d. Regimental Communication Programme. There are a number of publications, web and social media outlets that contribute to the recording of significant events in our history and provide for the dissemination of information across The Royal Regiment. These programmes can be found in Annex K to N and Chapter 3;
  - e. Gunner Assistance Programme. Gunner James C. Holman Emergency Assistance Grant and Expressions of Condolence are available through this programme. These programmes are covered in Annex O to P;
  - f. Gunner Recognition Programme. This programme recognizes the hard work of Gunners by providing Student Recognition Awards on selected courses at The Royal Regiment of Canadian Artillery School, Regimental Honours and Awards (Chapter 6) and retirement gifts. These programmes are covered in Annex Q and R;

- g. Grants. Each year Regular Force Artillery units receive a grant. This is used for non-public activities. Operating grants are issued yearly to support The RCA Band, The RCA Museum and Petawawa Museum. These programmes are covered in Annex S and T; and
- h. Activity Based Projects. This programme consists of annual membership fees; NPP maintenance grants; and funds to cover unit projects over and above their resources. Funds for this programme are limited and submissions are approved on a case-by-case basis. This programme is covered in Annex U to W.

2. Regimental Heritage Campaign and Fund. The RCA Heritage Campaign and Fund are designed to preserve and educate on all matters pertaining to our heritage. Details are covered in Chapter 7.

**203. REGIMENTAL INVESTMENTS**

1. The RCA Fund Investment Strategy. As a general statement of principle, the Fund seeks to maximize principle protection and minimize risk in order to ensure the long-term viability of the Fund and its investments. The investment aim is to balance growth and risk to maximise the money available. The Fund utilises a professional investment firm to advise on suitable investment vehicles. It must be noted the portfolios are dynamic and the investments are changed as conditions warrant in order to meet the various goals.

2. The RCA Regimental Investment Fund. This is the fund that holds surpluses from the annual operations of the RCA Regimental Fund (i.e. income from donors and operations) and previously accumulated capital. The investment aim is to protect the accumulated capital in order to provide an annual interest income stream of 4-6% in perpetuity to support the programmes of the Fund. The goal is to invest a minimum of 5% of revenues from monthly contributors into this fund annually.

3. The RCA Anniversary Fund. This fund is intended to support special events surrounding anniversaries within The Royal Regiment. This Fund forms part of The RCA Regimental Fund. Upcoming milestones include:

- a. A & B Batteries – 150<sup>th</sup> in 2021; and
- b. The RCA – 150<sup>th</sup> in 2033.

(204 to 299 inclusive - not allocated)

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## **DONOR REWARDS PROGRAMME (New version)**

### **Introduction**

1. Donors to the Fund will receive gifts at the Kitshop equal to 10% of their annual donation to a maximum of 75\$ value. Donor Rewards have no cash value and unused rewards will be voided at the end of each fiscal year. This programme will come into effect as of 31 Mar 16. The Programme was approved at The RCA Regt Fund Executive Board meeting of 18 Mar 15.

### **Eligibility**

2. All Donors to the Fund.

### **Procedure**

3. The Donor Rewards Programme is administered by RHQ RCA under the supervision of the A/Adjt. To find out the amount of their donation, the donor can contact RHQ RCA.

- a. The donor can claim their gifts at the unit kitshop or The RCA Warehouse and Kitshop. For gifts obtained at the unit kitshop, RHQ RCA will reimburse the unit kitshop for the amount of the gift. It is the unit kitshop's responsibility to confirm the member gift price enters in the 10% of their annual donation, and forward the request for credit to RHQ for reimbursement;
  - b. Donor Rewards accumulate from 01 April to 31 Mar each year;
  - c. Once each year (31 March) RHQ will calculate 10% of their donations for that year (Apr thru Mar) and send to unit kitshop the maximum value of gifts the member is entitled to ; and
  - d. This gifts maximum amount expires after one year (on the following 31 Mar), when they will receive their next Donor Reward gifts amount.
4. Units will provide RHQ RCA (NLT end February) with a unit nominal role of all unit contributors to the Fund to include:
- a. Service Number;
  - b. Rank;
  - c. Initials; and
  - d. Name.
5. The prescribed donation rates can be found in Chapter 1, Annex D.

## **REGIMENTAL ACCOUTREMENTS**

### **Introduction**

1. Funds are allocated annually towards the initial issue of select RCA uniform accoutrements to maintain and foster esprit de corps within The Royal Regiment.

### **Eligibility**

2. This is available to all Regular Force DP 1 (Non-Commissioned Members) and DP1.1 (Officers) who graduate from their respective courses.

### **Procedures**

3. To request the items, units and schools will submit a list of DP 1 or DP 1.1 candidates to RHQ RCA (Attn: RCA Warehouse and Kitshop info Regt A/Adjt and RHQ Sgt Maj) at the start of each course and will indicate appropriate shoulder titles - RCA/ARC/RCHA/RALC. Courses will send a final verification of candidates NLT 4 weeks before course end. At this point the items will be forwarded to the requesting unit. The issue and wearing of the cloth hatbadge is governed by Volume I, Chapter 8.

4. Alternatively, the unit kitshop may issue the items and The RCA Warehouse and Kitshop will reimburse the unit kitshop with the items used.

5. If, for whatever reason, a candidate does not graduate, then the extras will be held till the next course. Under no circumstances, can these items be held for resale by the unit, as the Fund has paid for them. Requesting units must confirm the graduating nominal roll to RHQ RCA within 7 days.

6. The RCA Warehouse and Kitshop will send an invoice to the Regt A/Adjt for payment by the Fund once the items are shipped. The cost will be Kitshop cost plus a 6% mark-up and shipping but not tax.

7. List of Accoutrements:

- a. DEU Buttons (4 lg and 4 med); and
- b. Brass and cloth RCA/RCHA/RALC/ARC shoulder titles (as applicable) (1 x set ea).

*(Note; Both The RCA Hat Badge (Insignia Headdress RCA Small, NSN 8455-21-103-2798) and the DEU collar badges or "grenades" are provided by the CF supply system. These are requested from the local supply unit and are placed on each new gunners clothing documents. Both are also available for sale at The RCA Kitshop.)*

## **REGIMENTAL TRACK SUITS**

### **Introduction**

1. Funds are allocated annually towards the initial issue of the Regimental Track Suit to eligible members to maintain and foster esprit de corps within The Royal Regiment.

### **Eligibility**

2. This is available to all Regular Force DP 1 (NCM) and DP 1.1 (Officer) graduates and new Regular Force members of The RCA (Component Transfer from Reserve Force that are qualified DP 1 or 1.1).

### **Procedures**

3. To request the items, units and schools will submit a list of DP 1 or DP 1.1 candidates to RHQ RCA (Attn: RCA Warehouse and Kitshop info Regt AAdjt and RHQ Sgt Maj) which will include the appropriate crest (RCA/RCHA) and candidate size at the start of course. Courses will send a final verification of candidates NLT 4 weeks before course end. At this point the items will be forwarded to the requesting unit.

4. Alternatively, the unit kitshop may issue the items and The RCA Warehouse and Kitshop will reimburse the unit kitshop with the items used.

5. If, for whatever reason, a candidate does not graduate, then the extras will be held till the next course. Under no circumstances, can these items be held for resale by the unit, as the Fund has paid for them. Requesting units must confirm the graduating nominal roll to RHQ RCA within 7 days.

6. The RCA Warehouse and Kitshop will send an invoice to the Regt Fund once the items are shipped. The cost will be Kitshop cost plus a 6% mark-up and shipping but not tax.

7. List of Items;

- a. Track Suit Pants; and
- b. Track Suit Jacket (Either RCA or RCHA).

## **DEPLOYMENT FLAGS**

### **Introduction**

1. Funds are allocated annually towards supplying artillery flags to qualified deploying units to maintain and foster esprit de corps within The Royal Regiment.

### **Eligibility**

2. Artillery Regiments or Batteries deploying on eligible operations. The lowest level of formed body that will receive a camp flag will be a Battery. The scale is restricted to one camp flag per Regiment or Battery per deployment.

3. Eligible operations are considered to be all overseas operations, and authorized domestic operations. Exercises and any form of training regardless of location are not to be considered eligible.

### **Procedures**

4. These flags are requested from RHQ RCA when the unit or sub unit is deploying on operations.



## **DEPLOYED PERSONNEL CHRISTMAS GIFT**

### **Introduction**

1. Funds are allocated annually towards supplying a Christmas gift to qualified deployed personnel to maintain and foster esprit de corps within The Royal Regiment. This is a cost-shared programme by The RCA and RCAA.

### **Eligibility**

2. All artillery personnel, that are deployed on eligible operations and during Christmas are entitled to a gift.

3. Eligible operations are considered to be all overseas operations, and authorized domestic operations. Operations in para 2 are as designated by the Director of Artillery.

### **Procedures**

4. RHQ RCA will coordinate and verify with higher commands and units to ensure gifts are received by Christmas.

## **MASTER GUNNERS' CONFERENCE**

### **Introduction**

1. Funds may be allocated to cover the cost of Gunner participation at the Master Gunners' Association conference.

### **Eligibility**

2. The current President of the Master Gunners' Association, if a gunner, can request the grant. If not a gunner, then the senior gunner within the association can request the grant.

### **Procedures**

3. The President (or senior gunner, as applicable) sends the request for funds to RHQ RCA. The request will be forwarded to the Board for approval. Upon approval, RHQ RCA will have a cheque made up and dispatched in the requestor's name to the address provided. Use of the Funds is at the discretion of the Master Gunners' Association President (or senior gunner, as applicable).
4. It is the Association's responsibility to keep RHQ RCA informed of who the President (or senior gunner, as applicable) is within the Association and their contact information.

## **THE COLONEL GEOFFREY BROOKS MEMORIAL ESSAY COMPETITION**

### **Introduction**

1. Funds are allocated annually to award prize money for winners of the essay contest as a means to expand the Regimental knowledge and / or introduce and circulate new ideas.
2. The current allocation for prizes is \$1000.00:
  - a. 1<sup>st</sup> Prize -\$500;
  - b. 2<sup>nd</sup> Prize -\$300; and
  - c. 3<sup>rd</sup> Prize - \$200.

### **Eligibility**

3. The contest is open to all serving and retired military personnel and students attending post-secondary educational institutes.
4. The essay can be on any topic of military history or specific military interest that pertains to The Royal Regiment of Canadian Artillery.

### **Procedures**

5. Essay entries should be between 2,000 to 3,000 words in length. The title and page of any published or unpublished work to which reference has been made, or from which extracts have been taken, must be quoted and footnoted.
6. Entries must be submitted electronically in MS Word format. Authorship of entries must be strictly anonymous. Each competitor will adopt a motto or nom de plume, which will be quoted at the top of the essay and will be the only name to appear on the essay. To further safeguard anonymity, authors will insert their nickname in the "Author" block under "Properties" on MS Word.
7. Entries must reach RHQ RCA by 30 November for each year. The winner will be announced NLT 1 March of the following year.
8. The essay will be **emailed** to RHQ RCA at [info@canadianartillery.ca](mailto:info@canadianartillery.ca). The subject line will be "Entry – Geoffrey Brooks Essay Competition". The email will include the essay as an attachment and within the text of the email the author will include his/her service number (if applicable), rank, name and address, which will remain with RHQ for administrative purposes. RHQ will forward the essay to the judging committee.
9. The Royal Regiment of Canadian Artillery School will form the judging committee. The decisions of this committee will be final. Results will be made known in the next issue of The Quadrant, Routine Orders and on [www.canadianartillery.ca](http://www.canadianartillery.ca) . All who submitted essays will be contacted by letter.

Annex G  
to Chapter 2

10. RHQ RCA cannot be held responsible for the loss or return of any essay submitted; nor shall it incur any liability whatsoever in connection with the receipt, dealings, judging and reports of essays.

11. The copyright of any essay submitted will remain with the author; however, submission of a paper to the competition gives The RCA permission to publish said document as RHQ RCA sees fit and retain a copy in The RCA Museum library and archives.

## **JUNIOR OFFICERS' COURSE (JOC)**

### **Introduction**

1. Funds are allocated annually to support the non-public expenses of the JOC which is held annually at the Home Station and is the responsibility of RHQ RCA.
2. The aim of the JOC is to enhance the knowledge of the heritage of The Royal Regiment of Canadian Artillery among new serving officers. This is done through guest lecturers, senior officer presentations and other briefings and tours.

### **Eligibility**

3. All Artillery Junior Officers who haven't taken the course previously and non-Artillery Junior Offices who are members of an Artillery unit at the time the course is conducted.

### **Procedure**

4. The timetable is developed by RHQ RCA based on guidance from the Colonel Commandant.
5. The Commander Home Station will cover certain costs of the JOC at public expense, costs which would otherwise have to be borne by the Fund. These include the cost of hosting the special (retired) guest speakers, and general transport and TD costs for support staff.
6. Units are responsible for covering the TD costs of students and all other participants. Other associated costs, such as the mess dinner, conference fee and Meet & Greet are the responsibility of the individual participant.
7. RHQ is responsible for issuing an in-depth Administrative Instruction detailing all admin and joining instructions. All units must fulfill their obligations as per the Admin Instr, and forward their nominees in a timely fashion to ensure the success of the JOC.

**EDUCATIONAL BURSARIES – THE GEORGE  
BLACKBURN MEMORIAL BURSARY PROGRAMME**

**Introduction**

1. Funds are allocated annually to finance bursary awards to advance academic achievement. Currently there are a maximum of 8 bursaries of \$1000 each.

**Eligibility**

2. All former Regular Force members of The RCA, and qualified immediate family members of serving and former Regular Force members of The RCA are eligible to apply for a bursary.<sup>1</sup>

3. Qualified family members are spouse, son or daughter, or under the legal guardianship of serving or former Regular Force members of The RCA.

4. Serving members have access to public money to advance their education and therefore are not eligible. Serving members attending university full time are also not eligible.

5. Applicants must be enrolled in an institute of higher learning or must be continuing their studies at the aforementioned institute. Such an institute can be a college, technical institute or university. Attendance may be full time, part time or by correspondence, and the program of study must lead to a certificate, diploma or degree.

6. A maximum of two bursaries maybe awarded through the life of an individual.

**Procedures**

7. Application forms for the bursaries are attached at Appendix 1 Applications must be returned to the Chairman of The George Blackburn Memorial Bursary Committee at the address provided by 30 Sep of each year.

8. Once applications are received by The George Blackburn Memorial Bursary Committee, the bursaries will be awarded based on the decisions of that committee. Terms of reference for this Committee are attached at Appendix 2.

9. All applicants will be notified by mail as soon as committee results are known. A member of the RCA will contact the successful candidates for the presentation of a \$1000 cheque. Notification will be controlled by RHQ on behalf of the Regimental Colonel.

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<sup>1</sup> The combined bursaries of the CGDJB and the RCAA result in an equivalent programme for Primary Reserve Force personnel and their families.

**THE GEORGE BLACKBURN MEMORIAL BURSARY APPLICATION**

1. Name of Applicant: \_\_\_\_\_
2. Applicant's Service (or SIN) Number: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Applicant's date of Birth (dd/mm/yy): \_\_\_\_\_
5. Telephone number where applicant can be contacted: \_\_\_\_\_
6. If Applicant is not a serving or retired member of The RCA (Regular), provide the rank, name and service number of The RCA member, and your relationship to that member (you must be an immediate relative – spouse, son or daughter, or the member must be your legal guardian):  
  
\_\_\_\_\_
7. Member/retired member record of service (enrolment date, current/last Regimental employment and current/last posting):  
  
\_\_\_\_\_
8. List the institute of higher learning you plan to attend or are attending (this may include a college, technical institute or university Attendance may be full time, part time or by correspondence, and the program of study must lead to a certificate, diploma or degree):  
  
\_\_\_\_\_
9. List your intended program of study (this may include correspondence courses):  
  
\_\_\_\_\_
10. Provide the name and dates of last school/institution attended, and level achieved. If applicant is in the process of completing his/her secondary education and is applying to attend an institute of higher learning, then both a certified true copy of the final secondary school transcript of marks and a letter of acceptance from the next institute to be attended must be forwarded to the Bursary Committee by the application deadline of 30 Sep. Students already attending a post-secondary educational institute are required to provide a transcript of marks from the previous year's studies as noted in Paragraph 11 below:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Institute from which final marks were/will be obtained (a certified true copy of transcript of marks from the last institute attended must be received by the Bursary Committee by 30 Sep):

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12. List other activities (i.e. community involvement):

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13. Attach a brief type-written or hand-written statement of your career goals (approx 250 words).

14. Two signed letters of recommendation must accompany this application.

15. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address all correspondence to:

Chairman, George Blackburn Memorial Bursary Committee  
C/O Commanding Officer, 2 RCHA  
CFB Petawawa  
PO Box 9999 Stn Forces  
Petawawa, ON K8H 2X3

**APPLICATIONS MUST BE RECEIVED BY THE BURSARY COMMITTEE BY 30 SEP  
LATE APPLICATIONS WILL BE REJECTED**



**GEORGE BLACKBURN MEMORIAL BURSARY COMMITTEE TERMS OF REFERENCE**

1. The George Blackburn Memorial Bursary Committee reports to RHQ RCA. It shall consist of the following:
  - a. Chairperson – CO 2 RCHA;
  - b. Committee members - An officer, senior NCO and another member; and
  - c. Secretary - Administrative Assistant to the CO 2 RCHA.
2. The members will review all applications for completeness and eligibly, rejecting those that fail to make either one.
3. Eligible entries will be scored using criteria established by the committee. The eight entries with the highest average score will be awarded the bursary.

## **EDUCATIONAL BURSARIES – THE CAPTAIN GENERAL’S DIAMOND JUBILEE BURSARY PROGRAMME**

### **Purpose of Programme**

1. Holding that quality education is a worthwhile goal for its own sake and is essential to the future of our nation, the purpose of the Captain General's Diamond Jubilee Bursary Programme (CGDJBP) is to promote, encourage and sponsor educational programs and activities while lowering financial and social barriers to post-secondary education and encouraging student achievement.

### **Introduction**

2. The CGDJBP was authorized by The RCA Regimental Fund Executive Board (The Board) as an integral component of The RCA's celebration of the Diamond Jubilee of the Captain General in 2012. It was recognized that while qualified family members of serving Regular Force members of The RCA were eligible for The George G. Blackburn Memorial Bursary Programme, there was no equivalent program for the families of serving members of the Primary Reserve component of The RCA. The CGDJBP serves to address that gap.

3. Funds are allocated annually from the RCA Heritage Programme to finance bursary awards to advance academic achievement. Currently there are a maximum of 5 bursaries of \$1000 each.

### **Eligibility**

4. Qualified immediate family members of all serving Primary Reserve members of The RCA are eligible to apply for a bursary.

5. Qualified family members are spouse, son or daughter, or under the legal guardianship, of Primary Reserve members of The RCA.

6. Applicants must be enrolled in an institute of higher learning or must be continuing their studies at the aforementioned institute. Such an institute can be a college, technical institute or university. Attendance may be full time, part time or by correspondence, and the program of study must lead to a certificate, diploma or degree.

7. A maximum of two bursaries maybe awarded through the life of an individual.

### **Procedures**

8. Application forms for the bursaries are attached at Appendix 1 to this Annex. Applications must be returned to the Chairman of the CGDJBP Committee at the address provided by 30 Sep of each calendar year.

9. Once applications are received by the CGDJBP Committee, the bursaries will be awarded based on the decisions of that Committee. Terms of reference for the CGDJBP Committee are attached at Appendix 2 to this Annex.

Annex J  
to Chapter 2

10. All applicants will be notified by mail as soon as committee results are known. A member of the RCA will contact the successful candidates for the presentation of a \$1000 cheque. Notification will be controlled by RHQ on behalf of the Regimental Colonel.

**THE CAPTAIN GENERAL'S DIAMOND JUBILEE BURSARY APPLICATION**

1. Name of Applicant: \_\_\_\_\_
2. Applicant's Service (or SIN) Number: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Applicant's date of Birth (dd/mm/yy): \_\_\_\_\_
5. Telephone number where applicant can be contacted: \_\_\_\_\_
6. Provide the rank, name and service number of the Primary Reserve member, and your relationship to that member (you must be an immediate relative – spouse, son or daughter, or the member must be your legal guardian):  
  
\_\_\_\_\_
7. Member/retired member record of service (enrolment date, current/last Regimental employment and current/last posting):  
  
\_\_\_\_\_
8. List the institute of higher learning you plan to attend or are attending (this may include a college, technical institute or university Attendance may be full time, part time or by correspondence, and the program of study must lead to a certificate, diploma or degree):  
  
\_\_\_\_\_
9. List your intended program of study (this may include correspondence courses):  
  
\_\_\_\_\_
10. Provide the name and dates of last school/institution attended, and level achieved. If applicant is in the process of completing his/her secondary education and is applying to attend an institute of higher learning, then both a certified true copy of the final secondary school transcript of marks and a letter of acceptance from the next institute to be attended must be forwarded to the Bursary Committee by the application deadline of 30 Sep. Students already attending a post-secondary educational institute are required to provide a transcript of marks from the previous year's studies as noted in Paragraph 11 below:  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Institute from which final marks were/will be obtained (a certified true copy of transcript of marks from the last institute attended must be received by the Bursary Committee by 30 Sep):

---

12. List other activities (i.e. community involvement):

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13. Attach a brief type-written or hand-written statement of your career goals (approx 250 words).

14. Two signed letters of recommendation must accompany this application.

15. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address all correspondence to:

Chairman, CGDJBP Committee  
C/O Regimental Adjutant, RHQ RCA  
CFB Shilo  
PO Box 5000 Stn Forces  
Shilo, MB, R0K 2A0

**APPLICATIONS MUST BE RECEIVED BY THE BURSARY COMMITTEE BY 30 SEP  
LATE APPLICATIONS WILL BE REJECTED**

**CAPTAIN GENERAL'S DIAMOND JUBILEE BURSARY PROGRAMME (CGDJBP)  
COMMITTEE TERMS OF REFERENCE**

1. The CGDJBP Committee shall consist of the following:
  - a. Chairperson – A LCol in the Primary Reserve appointed by the Director of Artillery;
  - b. Committee members - An officer, senior NCO and another member; and
  - c. Secretary – Regt Adjt, RCA.
2. The members will review all applications for completeness and eligibility, rejecting those that fail to make either one.
3. Eligible entries will be scored using criteria established by the committee. The entries with the highest average score will be awarded the bursary.

## **THE CANADIAN GUNNER**

### **Introduction**

1. Funds are allocated annually to cover the cost of publishing *The Canadian Gunner* (The Gunner). These include layout, printing and postage. This annual publication contains unit articles and is considered an historical summary of The RCA for the calendar year. It also includes messages from the Senior Serving Gunner, Col Comdt, DArty, Regt Col, RSM RCA, RCAA, RCA Museum and RHQ RCA. As well, it includes the nominal role for The RCA.
2. More information can be found in Chapter 3.

### **Eligibility**

3. The following can receive a copy of The Gunner:
  - a. All donors to the Fund at the minimum prescribe rate will receive a copy;
  - b. All current members of the RCAA including Reserve Force units (as part of their RCAA membership fees -3 copies each);
  - c. Subscribers (see Annex L, Appendix 1); and
  - d. Friends of The Royal Regiment (as applicable).

### **Procedure**

4. All units are to submit articles NLT 15 December of each year. The article is to be in MS Word and photographs will be sent as jpeg file. Do not embed photographs in Word. The suggested template is attached at Appendix 1.
5. All units will submit their gunner nominal roll in MS Word as of 15 December to include only Rank, Initials and Name. The Managing Editor must also obtain a nominal roll of all ERE Gunners.
6. RHQ RCA will be responsible to ensure an annual copy is archived with The RCA Museum, Library and Archives Canada, and the Directorate of History & Heritage (DHH) Library.
7. For those members who do not wish to receive The Canadian Gunner they must inform RHQ RCA before 15 December of each year.
8. Purchasers can buy copies through The RCA Warehouse and Kitshop (inc back issues, limited).

**THE CANADIAN GUNNER**  
**CONTENTS OF UNIT ARTICLE SUBMISSION**

1. *The Canadian Gunner* is published annually and units are required to submit their articles to RHQ RCA NLT 15 December. This article should cover the calendar year for the year of submission. There are 3 elements for the unit submission:

- a. **Article** (electronic- Word format) Units need to include lots of action photos with interesting and pithy captions. The Articles will include the following:
  - 1) Elements or Members deployed on Operations;
  - 2) Change of key positions (CO, BC, RSM, and BSM)
  - 3) Small Unit Exchanges conducted;
  - 4) Promotions to Senior Officer or Warrant Officer;
  - 5) Deaths within the unit (including Honoraries) with cause;
  - 6) Major individual awards or decorations;
  - 7) Unit or Sub Unit awards or Commendations;
  - 8) Summary of activities; and
  - 9) Activities of your affiliated Cadet units (see attached affiliation list. Update any incorrect or missing data as RHQ just received the database).
- b. **Photo** (electronic- jpeg High Defenition). Each unit should include several quality photos that capture the essence of the unit's experience. You may include pictures submitted in the Quadrant/Website photo contests, but each must have a descriptive caption submitted separately (electronic- Word format). While not all pictures may make your unit page, we may have selected photos appear in different locations to add variety to the publication; and
- c. **Current nominal role** (electronic- Word format) of all **Artillery Members** for The RCA listing to include the following:
  - 1) Rank;
  - 2) Initials; and
  - 3) Name.
- d. Regular Force Units (only) are to include a list of paid members who do not want The Canadian Gunner for that year.



## **THE QUADRANT**

### **Introduction**

1. Funds are allocated annually to cover the cost to publish *The Quadrant* which includes layout, printing and postage. The aim of *The Quadrant* is to provide widespread distribution of artillery news and events and to promote the artillery as an operationally capable, active and fit combat element of the Canadian Armed Forces. This bilingual publication is published two times a year.
2. More information can be found in Chapter 3.

### **Eligibility**

3. The following receive a copy of *The Quadrant*:
  - a. All serving artillery members (bulk amounts to units for distribution);
  - b. All current members of The RCAA, as part of their RCAA membership fees;
  - c. Subscribers (see Appendix 1); and
  - d. Friends of The Royal Regiment (as applicable).

### **Procedure**

4. The article is to be in MS word and about 1 page in length. Photographs must be sent in jpeg or tif files. Do not embed photographs in Word documents. The articles can be about anything that maybe of interest to other gunners whether it be past, present, or future. Articles will be submitted to the A/Adjt, RCA. RHQ RCA retains the right to edit articles for content, clarity and / or length.
5. The deadlines and mailing dates are:
  - a. Vol xx, #1 Summer 30 June for 31 July; and
  - b. Vol xx, #2 Winter 31 December for 31 January.
6. RHQ RCA holds a master mail-out list. If an ERE artillery member does not receive *The Quadrant*, they are to contact RHQ RCA. The following will receive a copy of *The Quadrant*:
  - a. The Captain General;
  - b. The Governor General;
  - c. All Artillery units;
  - d. All Gunner ERE personnel ( that can be identified by RHQ RCA);
  - e. Certain other units (HQs, units that have gunners on strength);

Annex L  
to Chapter 2

- f. Deployed units and sub-units;
- g. Members of Parliament;
- h. Complimentary copies deemed beneficial to The Regiment (ie Mayors);
- i. Current members of the RCAA . The RCAA must submit an accurate membership list (mailing list) to RHQ RCA before 15 Dec of each year;
- j. Paid subscribers;
- k. Copies can be purchased through The RCA Warehouse and Kitshop (including back issues); and
- l. RHQ RCA will be responsible to ensure a copy is archived with The RCA Museum, Library and Archives Canada, and the Directorate of History & Heritage (DHH) Library.

**THE QUADRANT / THE CANADIAN GUNNER**  
**LE QUADRANT / L'ARTILLEUR CANADIEN**  
**Subscription Form / formulaire d'abonnement**

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Please check the appropriate box for the publication(s) you wish to order. All prices are in Canadian Funds  
Indiquer votre choix d'abonnement. Tous les prix sont en dollars canadien

Both *'The Canadian Gunner'* and *'The Quadrant'* for only \$20.00 for a one year subscription.  
Les deux publications, "*L'Artilleur Canadien*" et "*Le Quadrant*" au montant de \$20.00 par année.

*'The Quadrant'* is published two times a year and is available for a low yearly subscription fee of \$6.00.  
*"Le Quadrant"* est publié deux fois par année et est disponibles au coût de 6.00\$ par année.

*'The Canadian Gunner'* is published annually. This publication is the yearbook of The Royal Regiment of Canadian Artillery and is available to subscribers for only \$16.00.  
*"L'Artilleur Canadienne"* est publié annuellement. Cette publication est la revue annuelle du Régiment royal de l' Artillerie canadienne. Il est disponible pour seulement 16.00\$.

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Prov \_\_\_\_\_

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Code postal \_\_\_\_\_

Phone  
Numéro (     ) \_\_\_\_\_

e-mail  
courriel \_\_\_\_\_

Make cheques payable to The **RCA Regimental Fund**. Please send this form and payment to the address below.

Paie ment par chè que adressé au **RCA Regimental Fund**. Envoyez ce formulaire et le paie ment à l' adresse suivante.

Regimental Headquarters  
The Royal Regiment of Canadian Artillery  
Canadian Forces Base Shilo  
Box 5000 Stn Main  
Shilo, MB R0K 2A0

## **THE REGIMENTAL WEBSITE**

### **Introduction**

1. Funds are allocated annually to maintain the artillery website at [www.canadianartillery.ca](http://www.canadianartillery.ca). This non-DND website publishes news and information applicable to all gunners and has links to the Regimental Warehouse and Kitshop's Website, other Artillery units / associations, and Regimental social media sites.

### **Eligibility**

2. All members (including former and retired) of The Royal Regiment as well as the CAF and general public are encouraged to visit the site.

### **Procedure**

3. RHQ RCA manages the website on behalf of The Royal Regiment and is responsible for all content and updates less those delegated by RHQ RCA to interested parties.

4. The domain name is held by RHQ RCA.

5. Funds are allocated for both the server, and the maintenance of the website.

## **REGIMENTAL PHOTO CONTEST**

### **Introduction**

1. Funds are allocated annually towards prizes for the Regimental photo contest, which are awarded for the best artillery related photograph. The contest was approved in its current form at the RCA Regimental Fund Executive Board meeting of 16 Oct 14. The current allocation is \$100/quarterly/winner.

### **Eligibility**

2. The contest is open to all members of The Royal Regiment including all serving, retired, dependants, and those that serve the guns.

### **Procedures**

3. The contest is held four times per fiscal year with the winner receiving \$100 and photo publication and announcement on the website. Photographs entered in the contest become the property of RHQ and may be published in Regimental publications and on the website. Entries can be submitted directly to the A/Adjt RCA.

4. Entry deadlines will be end March, June, September and December. Any photo arriving after the deadline will be added to the next contest.

5. Caption(s) will accompany the picture(s), including a title, who took it (including a SN or SIN, as well as his personal address), what the picture is of, and when it was taken. Entries must be submitted in electronic form (jpeg or tif – High Defenition). Do not embed photographs in Word. RHQ RCA will translate as required. There is no limit of entries per contest.

6. A judging committee will be set up by the Regt A/Adjt to determine the winner. Once determined, a cheque will be sent on behalf of the Fund to the winner.

## **GUNNER JAMES C. HOLMAN EMERGENCY ASSISTANCE GRANT**

### **Introduction**

1. A Gift In Kind donation was received from the family of Gunner (Ret'd) James C. Holman, requesting that these funds be used to help gunners in need through the Regimental Assistance program. Gunner Holman was a Veteran of the Royal Canadian School of Artillery (Gunner) 1959-1962, Shilo Manitoba and a mental health volunteer for 25 years. The Emergency Assistance Grant was renamed the Gunner James C. Holman Emergency Assistance Grant in his honour.
2. Funds are allocated annually to provide emergency grants to qualified members. These grants are designed to provide immediate short-term relief in cases of severe financial hardship in the form of a one-time grant through the life of an individual.

### **Eligibility**

3. \$500.00 is available to all serving Regular Force members (and by extension, their dependants) of The RCA.
4. An additional \$500.00 is available to all contributors of the Fund on a separate occasion or in conjunction with the first requested grant (and by extension, their dependants). In order to receive this additional grant, contributors must be contributing at the minimum prescribed rate.

### **Procedure**

5. Approval and administration of an Emergency Assistance Grant for an individual is as follows:
  - a. To ensure that a proper audit trail is maintained, the requesting unit Commanding Officer will provide a supporting memorandum that identifies the intended recipient and outlines the real and actual financial distress with which the member is experiencing;
  - b. The request and accompanying documentation will be e-mailed to the Regimental Major. The Regimental Major will then forward the request to the President of The RCA Regimental Fund Executive Board; and
  - c. Upon approval from the President, RHQ RCA will have a cheque made up and dispatched to either the individual or the unit fund (in cases where the initial issuance of the funds to the individual was made out of the unit's fund in order to save time), as specified by the requesting unit.
5. Questions on this subject should be directed to the Regimental Major or the Regimental Adjutant in his absence.

## **EXPRESSIONS OF CONDOLENCE**

### **Introduction**

1. Funds are allocated annually to provide for expressions of sympathy in the form of a card sent by RHQ RCA on behalf of The Royal Regiment.
2. Also included are presentations of “The RCA Loading Gunner” to the family of members who have died on Operations.

### **Eligibility**

3. Deaths of serving or former member of The RCA and other individuals as deemed appropriate by the Colonel Commandant, the Director of Artillery and the Regimental Colonel.
4. Operations in para 2 are as designated by the Director of Artillery.

### **Procedure**

5. The primary considerations are the wishes of the family. The Unit is responsible to convey to the Regimental leadership and RHQ RCA the desires of the family. Units or individuals knowing of such a circumstance should contact RHQ RCA with the information, including a name and address to where the card is to be sent. In some cases, the Colonel Commandant may deem it appropriate to send the card personally. RHQ RCA must ensure coordination in such cases with the unit and the Colonel Commandant. RHQ RCA will ensure the Colonel Commandant has an appropriate supply of cards.
6. The card will be from “The Colonel Commandant and All Ranks of The Royal Regiment of Canadian Artillery”, and written in the appropriate official language.
7. Where the presentation of “The RCA Loading Gunner” is deemed appropriate, coordination between the Regimental Colonel, the Unit and RHQ RCA is essential. RHQ RCA, through The RCA Warehouse and Kitshop is responsible for the engraving and sending the statue to the designated contact. The RCA Warehouse and Kitshop will then invoice The RCA Regimental Fund.

## **STUDENT RECOGNITION AWARDS**

### **Introduction**

1. Funds are allocated annually to finance student recognition awards and Instructor-in-Gunnery / Assistant Instructor-in- Gunnery (IG / AIG) qualification accoutrements.
2. The current allocation is:
  - a. student recognition including IG/AIG graduation certificate frames - \$500; and
  - b. IG and AIG forage cap and hat badge - \$500.

### **Eligibility**

3. The Royal Regiment of Canadian Artillery School (RCAS).

### **Procedures**

4. RCAS will receive an annual grant of \$1000 from the regimental fund to finance the student recognition awards.



## **RETIREMENT RECOGNITION AND GIFT PROGRAMME**

### **Introduction**

1. The RCA Retirement Recognition and Gift Programme provides RCA retirement scrolls and gifts in recognition of honourable service to The Royal Regiment of Canadian Artillery by its members. The current timelines for retirement gifts was approved by The RCA Regt Fund Executive Board (Board) 19 May 2015.
2. The RCA Retirement Scroll is presented upon retirement to members in recognition of honourable service to The Royal Regiment of Canadian Artillery.
3. The Retirement Gifts are broken into three different categories reflecting the length of service to The Royal Regiment and contribution to the Fund. The three categories of gift recognition and their approximate baseline values are:
  - a. Category One – gift value of \$25.00;
  - b. Category Two – gift value of \$150.00;
  - c. Category Three – gift value of \$360.00; and
  - d. The current gift selections are laid out in Appendix 1, and can be viewed at [www.rcakitshop.net](http://www.rcakitshop.net).

### **Eligibility**

4. The RCA Retirement Scroll is presented upon retirement to members of The RCA in recognition of honourable service to The Royal Regiment of Canadian Artillery. In determining a members years of service, Primary Reserve time in The RCA may be included provided it was continuous service and proof of initial enrolment is provided.
  - a. All members of The RCA Regular Force with 6 to 15 years of regular force service receive an unframed RCA retirement scroll;
  - b. All members of The RCA regular force with 16 or more years of regular force service receive a framed RCA retirement scroll; and
  - c. Units of the Primary Reserve with members with 6 or more years of unbroken service may request an e-copy of The RCA Retirement scroll for presentation to their members.
5. The RCA Retirement Gift Categories. In this programme a member must be considered to be in Good Standing, which is defined as paying into the Fund at the prescribed monthly rate (or its annual equivalent), and for the threshold number of years or more of the gift category being claimed. In determining a member's years of service, Primary Reserve time in The RCA may be included provided it was continuous service and proof of initial enrolment is provided.
  - a. Category One gifts - 6 to 15 years of service, with a minimum of 6 years contributing to the Fund;

Annex R  
to Chapter 2

- b. Category Two gifts – 16 to 25 years of service, with a minimum of 16 years of contributing to the Fund; and
- c. Category Three gifts – 26 years or more of service, with a minimum of 26 years of contributing to the Fund.

**Procedures**

- 6. To remain eligible for the programme (including retirement scrolls), Appendix 1 must be submitted to RHQ RCA no more than one year after the member ceases paying into the fund.
- 7. Units or members requesting retirement gifts are required to complete The RCA Retirement Gift Form (at Appendix 1) and forward it to RHQ RCA within the programme timeline. Units are to provide RHQ RCA with as much lead-time as possible to prepare and ship gifts to the unit hosting the Depart with Dignity Ceremony.
- 8. If the gift is for an eligible member of this programme, The RCA Warehouse and Kitshop will forward the invoice for the gift (including shipping) to the A/Adjt RCA for payment by the Fund. In all other cases the invoice will accompany the shipment.
- 9. Delivery of the retirement gift can take up to 3-4 months depending on gift availability, RHQ RCA works on a strictly first come, first served basis. RHQ RCA can send out the scrolls separately as required. The RCA Warehouse and Kitshop will maintain a list of current submitted retirement applications, along with their status. All completed retirement applications will be archived.
- 10. The Gold RCHA / RCA rings due to their high cost can no longer be completely funded by this programme. They only remain available on a cost share basis between this programme and the member. The amount paid by the Fund will not exceed the gift baseline value with the remaining balance pre-paid by the member. The formula for calculating the amounts owing is as follows; Current cost of the ring to the Fund, minus the gift baseline value, equals the remaining balance owed by the member. This is a custom made ring so the balance owing will be pre-paid at the time of ordering, no exceptions.
- 11. Any decision to change or add retirement gifts must be reviewed by the Board.

THE ROYAL REGIMENT OF CANADA ARTILLERY  
**RETIREMENT RECOGNITION AND GIFT PROGRAMME**

Rank: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_  
Service Number: \_\_\_\_\_ Decorations: (i.e. OMM, MSM, CD): \_\_\_\_\_  
Enrol Date: \_\_\_\_\_ Retirement Date: \_\_\_\_\_ Years of Service: \_\_\_\_\_  
Regt Fund Donor Since: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Gift Required: \_\_\_\_\_

**RCA SCROLL ENTITLEMENTS:**

1. All RegF Gunners with 6 - 15 yrs receive printed scroll; \_\_\_\_\_ 2. All RegF Gunners with 16+ yrs receive a framed scroll; \_\_\_\_\_  
3. PRes Gunners 6 yrs+ service can request an E-copy; \_\_\_\_\_

**RETIREMENT GIFT SELECTION BY CATAGORY:**

(Must be in \*Good Standing)

All Items can be seen on the Kitshop Website at : <http://www.rcakitshop.net/>

**CAT # 1.** With 6 - 15 yrs RegF service: \_\_\_\_\_  
a. RCA/RCHA Pen Set: \_\_\_\_\_ RCA \_\_\_\_\_ or RCHA \_\_\_\_\_  
b. Any RCA Kitshop Item(s) max \$25.00 value: \_\_\_\_\_  
(List here) \_\_\_\_\_  
c. **\*\*10 Carat Gold Ring\*\*** - \_\_\_\_\_ - RCA \_\_\_\_\_ or RCHA \_\_\_\_\_ Size \_\_\_\_\_  
**\*\*On cost share basis\*\*** (see notes para 1. below)

**CAT # 2.** With 16 - 25 yrs RegF service: \_\_\_\_\_  
a. Miniature 's: \_\_\_\_\_ RCA Sword: \_\_\_\_\_ or Pace Stick: \_\_\_\_\_  
b. RCA Retirement Scrapbook: \_\_\_\_\_ ( scroll is in book)  
c. Mounted Wooden M777 - \_\_\_\_\_  
d. Any CAT 3 Gift (member to pay extra cost between CAT 2 and CAT 3)

**CAT # 3.** With 26 - 35 yrs plus RegF service: \_\_\_\_\_  
a. RCA Loading Gunner Statue  
b. Gold Pocket Watch w/Chain: \_\_\_\_\_ RCA \_\_\_\_\_ or RCHA \_\_\_\_\_  
c. Any Two of CAT 2 Gifts: \_\_\_\_\_  
d. **\*\*10 CARAT GOLD RING\*\*** - \_\_\_\_\_ RCA \_\_\_\_\_ or RCHA \_\_\_\_\_ Size \_\_\_\_\_  
**\*\*On cost share basis\*\*** (see notes para 1. below)

**CONTACT / SHIPPING INFO**

(Post Retirement contact; please indicate Regular \_\_\_\_\_ Occasional \_\_\_\_\_ or None \_\_\_\_\_ for Gunner News worthy of note).

CONTACT RANK & NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
ADDRESS TO BE SENT TO: \_\_\_\_\_

POST RETIREMENT CONTACT INFO -  
NAME: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

SHIPPING INFO - No Cost - Canada Post \_\_\_\_\_ Extra charges apply - COURIER (UPS/PUROLATOR): \_\_\_\_\_

**RHQ USE ONLY:**

DATE SHIPPED: \_\_\_\_\_ TRACKING NO: \_\_\_\_\_ SHIPPED BY: \_\_\_\_\_

**Notes:**

- \*\*For the cost share gold ring – The RCA Fund pays the Category base amount, the Mbr pre-pays the remaining balance, contact RCA Kitshop for payment (Due to gold market fluctuations, remaining balance is provided at the time of ordering).\*\***
- \*\*GOOD STANDING" Qualifying Time :** The Mbr must have been contributing monthly to RCA (RegF) Regt Fund at the minimum suggested rate or higher and for the minimum time provided to qualify for that gift category - ie. Category 1 - 6yrs, Category 2 - 16yrs and Category 3 - 26yrs.
- NOTIFICATION REQUIRED:** The RCA Kit Shop requires a minimum notice of 6 weeks in order to produce the gifts and have them shipped out. Some gifts have longer backlogs then others, RHQ RCA can provide updated timelines.
- SEND** this form via email to [info@canadianartillery.ca](mailto:info@canadianartillery.ca) or [rcakitshop@gmail.com](mailto:rcakitshop@gmail.com) or by fax to the RCA Kitshop at (204) 765-5289.

## **UNIT GRANT PROGRAMME**

### **Introduction**

1. Funds are allocated annually to Regular Force Artillery units and groups of Artillery ERE personnel. These funds can be used for any non-public activity the unit decides. This grant is based on a unit's contribution level to the Fund per fiscal year. This was approved at The RCA Regimental Fund Executive Board (Board) meeting of 18 Mar 2015.

### **Eligibility**

2. The units receiving this grant are:
- a. 1 RCHA;
  - b. 2 RCHA;
  - c. 5 RALC;
  - d. 4 Regt (GS), RCA;
  - e. The RCAS; and
  - f. Groups of Artillery ERE personnel (example: Training Centres, CFLRS, NCR, CADTC).

### **Procedure**

3. A per person dollar amount will be established annually by the Board. Once annually RHQ RCA will determine the number of contributors to the Fund within each unit at para 2 a-e. The per person figure multiplied by the number of unit contributors will determine each unit's grant for that fiscal year.
4. RHQ RCA will transfer these grants to units annually, and send a letter to the CO confirming the transfer.
5. Groups of ERE personnel will submit proposals through the senior gunner within the group to the Regimental Colonel through RHQ RCA for approval. Representative examples include Saint Barbara's Day, Family Day, Memorial Activities and Team Building Activities. The total amount is based on the annual per person dollar amount established by the Board and the number of personnel who contribute to the Fund attending the activity. Each submission will be judged on its own merits.
5. Once approved RHQ RCA will transfer the approved amount to the ERE Activity OPI (Artillery).

## **MISCELLANEOUS GRANTS**

### **Introduction**

1. Funds are allocated annually to finance grants to offset operating costs of certain organizations deemed important by The Royal Regiment.

### **Eligibility**

2. The current organizations receiving these grants are:

- a. The RCA Band;
- b. The RCA Museum; and
- c. The Petawawa Museum.

### **Procedure**

3. RHQ RCA will transfer these grants annually, and send a letter to the CO / Director confirming the transfer. The receiving organization can use this grant as it sees fit.

**THE ROYAL CANADIAN ARTILLERY ASSOCIATION MEMBERSHIP**

**Introduction**

1. Funds are allocated annually to pay for membership in the Royal Canadian Artillery Association (RCAA) at a fixed amount determined by the RCAA and approved by the Board. The current amount is \$1,500.00.

**Eligibility**

2. All serving Regular Force Artillery members are automatically members of the RCAA via this payment.

**Procedure**

3. RHQ RCA will make a cheque out for the specified amount and present it to the RCAA at the end of the fiscal year for membership in the upcoming year.

**NPP MAINTENANCE PROGRAMME**

**Introduction**

1. Funds may be allocated directly for the maintenance of RCA non-public Property (NPP).

**Eligibility**

2. Approved projects on case-by-case basis.

**Procedure**

3. Additional information can be found in Chapter 5 of RCA Standing Orders Volume III.

## **UNIT LOAN PROGRAMME**

### **Introduction**

1. Interest free loans may be allocated annually to cover unit projects beyond their resources. This programme is based on unit submissions on a case-by-case basis. The parameters of this programme are purposely vague to allow flexibility in the requests. Each submission will be judged on its own merits.

### **Eligibility**

2. All Regular Force Artillery units.

### **Procedure**

3. Units that request access to these interest free loans make submissions to the Regimental Colonel through RHQ RCA, and shall include all relevant details of their project including the amount requested and a proposed repayment schedule. Proposals should be submitted a minimum of six months ahead of the requested unit project.

4. Project amounts maybe approved, partially approved or not approved, and RHQ RCA will transfer the approved amount to the unit.

5. A repayment schedule will be established as part of the approval process. Interest free loans will be paid back to the Fund within two years. Units in arrears after two years will forfeit all or a portion of their annual unit grant or future unit grants until full repayment is achieved. Early repayment can occur if the situation allows.

6. Funds allocated to a unit under this programme must be used for the approved project exclusively.



## **CHAPTER 3**

### **REGIMENTAL COMMUNICATIONS**

#### **301. GENERAL**

1. RHQ RCA, as the non-public administrative centre for The Royal Regiment, is responsible for maintaining a number of lines of communication within the artillery community and to the public in general. The following communication methods fall under RHQ's purview:

- a. Loyal Greetings;
- b. The Canadian Gunner;
- c. The Quadrant;
- d. The RCA Website;
- e. RHQ Routine Orders; and
- f. RCA Standing Orders.

#### **302. LOYAL GREETINGS**

1. RHQ is responsible for drafting Loyal Greetings to the Captain General on behalf of All Ranks RCA through the Colonel Commandant. The greeting is transmitted by the Colonel Commandant to the Captain-General. Loyal Greetings will be sent on the following occasions:

- a. 4 December - St Barbara's Day;
- b. 26 May - Artillery Day; and
- c. On other occasions as appropriate.

#### **303. THE CANADIAN GUNNER**

1. This annual publication serves as a yearbook for The Royal Regiment, it contains unit articles summarizing the past calendar year and lists of the locations of all serving Gunners. More detail about The Canadian Gunner can be found in Chapter 2, Annex K.

#### **304. THE QUADRANT**

1. The Quadrant is currently published two times a year, and contains articles on variety of subjects of interest to Gunners. More detail about The Quadrant can be found in Chapter 2, Annex L.

#### **305. THE RCA WEBSITE**

1. The RCA Website provides the most up to date information on Regimental affairs. It contains RCA Standing Orders, biographies of senior serving Gunners, past issues of The Canadian Gunner, The Quadrant and many other resources. Information related to the affairs of The RCA, which is not cost

effective to distribute in a hard copy, will be placed on the site for the benefit of The Regiment as a whole. This site is located at [www.canadianartillery.ca](http://www.canadianartillery.ca) and RHQ RCA manages the website on behalf of The Royal Regiment.

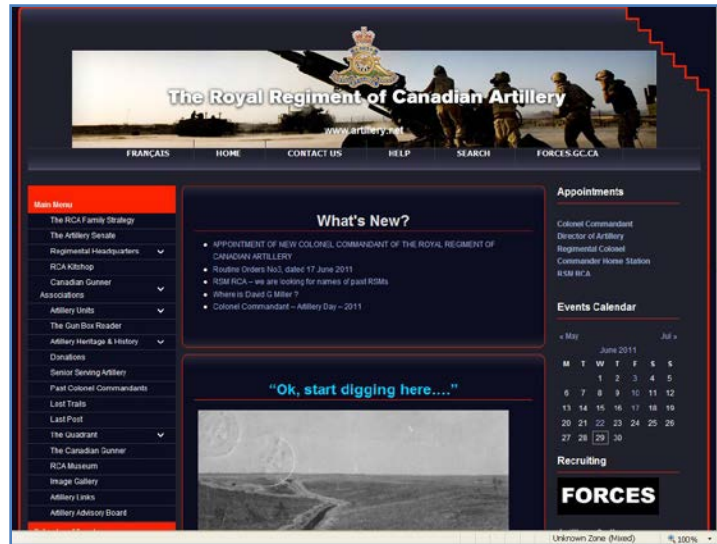


Figure 1 – Home page at canadianartillery.ca

### 306. RHQ ROUTINE ORDERS

1. Routine Orders are published several times a year, as required. They contain current information on honours and awards, appointments and promotions, dress and drill, and other administrative matters.

### 307. UNIT ANNUAL AND QUARTERLY RETURNS

1. On a regular basis units of The RCA will send returns to RHQ RCA for forwarding to the Regimental Family, The RCA database and historic records. Type and frequency of reports can be found at Annex C.

(308 to 399 inclusive - not allocated)

### ANNEXES

Annex A	RCA Publication Advertising Contract.....	3A-1
Annex B	Sample Advertising Letter.....	3B-1
Annex C	Unit Annual & Quarterly Returns .....	3C-1



REGIMENTAL HEADQUARTERS  
THE ROYAL REGIMENT OF CANADIAN ARTILLERY  
CANADIAN FORCES BASE SHILO  
PO BOX 5000 STN MAIN  
SHILO MB R0K 2A0  
PHONE: (204) 765-3000 EXT 3534  
FAX: (204) 765-5289  
EMAIL: [info@canadianartillery.ca](mailto:info@canadianartillery.ca)

**THE QUADRANT & CANADIAN GUNNER ADVERTISING CONTRACT**  
**CONTRAT PUBLICITAIRE POUR LE QUADRANT & L'ARTILLEUR CANADIEN**

Contact name/Nom: \_\_\_\_\_

Date Ordered/Date commande: \_\_\_\_\_

Position: \_\_\_\_\_

Order / Commande :

Company name/Nom de la compagnie :  
\_\_\_\_\_  
\_\_\_\_\_

Full page / Pleine page : \$1000

3/4 page: \$800

1/2 page : \$600

Phone/Téléphone:( ) \_\_\_\_\_

1/4 page: \$400

1/8 page: \$200

Mailing address/:

Adresse de la  
compagnie \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Fax : \_\_\_\_\_

**PAYMENT/PAIEMENT**

- Enclosed / Ci-joint \$
- To be mailed / Par la poste
- Request Invoice / Envoyer facture

\*\*\*Please make cheques payable to the RCA Regimental Fund/ Veuillez adresser votre chèque au ' RCA Regimental Fund'\*\*\*

**Please Note:** All Advertising copies for our publications are done at The Shilo Stag and you can contact them at [stag@mymts.net](mailto:stag@mymts.net) with your proof.

***"I authorize The RCA Regimental Fund to reserve space for the aftermentioned size advertisement in "The Quadrant" and "The Canadian Gunner" and agree to pay \$\_\_\_\_\_"***

***"J'autorise le fonds régimentaire de l'ARC à réserver un espace pour publier une annonce publicitaire aux dimensions susmentionnées, dans la revue "Le Quadrant" ainsi que dans "L'Artilleur Canadien" et « et j'accepte d'en assumer les frais \$\_\_\_\_\_"***

\_\_\_\_\_  
**Advertiser Signature / Signature du publicitaire**

Regimental Headquarters  
The Royal Regiment of Canadian Artillery  
Canadian Forces Base Shilo  
PO Box 5000 Stn Main  
Shilo MB R0K 2A0



Quartier général régimentaire du  
Régiment royal de l'Artillerie canadienne  
Base des Forces canadiennes Shilo  
PO Box 5000 Stn Main  
Shilo MB R0K 2A0

7331-7-19 (XXXXXX)

Contact Name  
Contact Postion  
Company Name  
Company Address  
Ottawa, ON XXX XXX

MMM YYYY

Dear XXXX

We would like to invite you to advertise with The Royal Regiment of Canadian Artillery (RCA) for the 20XX-20XX year. By joining with us, your advertisement would be in *The Quadrant* and *The Canadian Gunner* with both being on-line on The RCA Website, making this a very cost effective way to advertise. With these mediums, you can reach all members of the Artillery, as well as the broader defence community, and the general public. You will find our rates very competitive for this comprehensive coverage.

*The Quadrant* is the official newspaper of The Royal Regiment of Canadian Artillery and is distributed two times annually. It specifically seeks to keep the military and civilian communities informed of the activities of The RCA and has a circulation of 2,500+, coast to coast. *The Canadian Gunner* is the annual yearbook for The RCA, which has a distribution of over 1,500 and includes the senior ranks of the Artillery. The RCA Website at [www.canadianartillery.ca](http://www.canadianartillery.ca) is our new revamped and modernized website. It is turning out to be extremely popular in the artillery community and our numbers are continuing to grow.

If you have any questions, you can direct to Capt XXXX XXXXXXXX at (xxx) xxx-xxxx ext xxxx or email at [xxxxx.xxxx@forces.gc.ca](mailto:xxxxx.xxxx@forces.gc.ca). Our fax number is (XXX) XXX-XXXX

Yours sincerely

XXX XXX  
Major  
Regimental Major  
The Royal Regiment of Canadian Artillery

**UNIT ANNUAL AND QUARTERLY RETURNS**

1. Units of The RCA (Regular Force & Primary Reserve) will send returns to RHQ RCA for forwarding to the Regimental Family, The RCA database and for historical record updating as applicable.
2. The following will be submitted annually:
  - a. Regimental Fund unit contributor nominal role (Chapter 2, Annex A) – NLT end February;
  - b. Unit Historical Report (electronic only) NLT – 31 March of the FY;
  - c. The RCA Sergeant of the Year Award nominations (Chapter 6, Annex A) – NLT 26 May;
  - d. Unit Command Team list (CO/RSM, 2 IC, BC/BSM, Adjt & Honoraries) – NLT end June (or immediately on any change of appointment within the unit throughout the year);
  - e. Unit Regimental Non-Public Property Report (Chapter 5) – NLT 01 September; and
  - f. The Canadian Gunner unit article (Chapter 2, Annex K) – NLT 15 December.
3. The following will be submitted quarterly (end March, end June, end September, and 15 December):
  - a. Honours (National and CAF) for unit personnel;
  - b. Awards (Division, Brigade, Unit & Community) for unit personnel;
  - c. Promotions of unit personnel;
  - d. Retirements and Releases of unit personnel;
  - e. Last Posts of retired gunner's and regimental family within unit AOR;
  - f. Photos for the Regimental Photo Contest;
  - g. Quadrant articles (Chapter 2, Annex L); and
  - h. Items of Interest to The Royal Regiment.

## **CHAPTER 4**

### **REGIMENTAL KITSHOPS**

#### **401. GENERAL**

1. Although this chapter deals mainly with The RCA Warehouse and Kitshop, portions are also applicable to all other Kitshops within The RCA. Kitshop operations are intended to provide a service to members of The Royal Regiment.

#### **402. RCA KITSHOP**

1. The RCA Regimental Fund, as an NPF activity, operates The RCA Warehouse and Kitshop in accordance with CFAO 27-8. Under this CFAO, The RCA Warehouse and Kitshop can offer specialized merchandise, unique to the Regiment. The RCA Warehouse and Kitshop provides the services of a central warehouse to Regular and Reserve Force unit Kitshops, and to cadet corps for certain unique gunner items. The RCA Warehouse and Kitshop also plays a vital role by returning its profits to Regimental programmes.

2. Accounting within The RCA Warehouse and Kitshop shall be in accordance with the procedures in A-FN-105-001/AG-001 and other NPF directives. The RCA Warehouse and Kitshop operations shall also adhere to provincial regulations, including the collection and remittance of provincial sales tax.

3. The RCA Warehouse and Kitshop is governed by the Warehouse and Kitshop Board of Directors (BOD) on behalf of the Board. Terms of Reference (TOR) can be found in Annex A. The day-to-day operations are managed by the Regt A/Adjt and RHQ SM.

4. The RCA Warehouse and Kitshop mission statement is:

“The goal of The RCA Warehouse and Kitshop is to provide quality service and support to all members of The Royal Regiment of Canadian Artillery, and other members of the military and civilian communities. This will be accomplished by providing excellent customer service, retailing superior merchandise, and maintaining the highest standards of workmanship and quality control at the best possible price.”<sup>1</sup>

5. The RCA Warehouse and Kitshop is available on line at [www.rcakitshop.net](http://www.rcakitshop.net).

#### **403. RCA KITSHOP OPERATIONS**

1. The RCA Warehouse and Kitshop is run by staff provided by units of The RCA to ensure it's efficient and effect operations. The organization of The RCA Warehouse and Kitshop can be found in Annex B.

2. The Kitshop stocks approved regimental accoutrements, unique regimental memorabilia and items of approved regimental pattern, not available through the normal supply system. The RCA

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<sup>1</sup> This mission statement was adopted for The RCA Kitshop & Workshop at The RCA Kitshop BOD's meeting of 28 Jan 05.

Warehouse and Kitshop will be the sole supplier of these items to other kitshops. A list can be obtained from The RCA Warehouse and Kitshop upon request.

3. When unit kitshops are ordering merchandise from The RCA Warehouse and Kitshop for resale in their kitshops, The RCA Warehouse and Kitshop will only charge a minimum mark-up (to cover operating costs) plus shipping and applicable taxes. Unit Kitshops will not resale this merchandise at a retail price less than that of The RCA Warehouse and Kitshop.

4. A set of Kitshop SOP will be maintained by the Kitshop to ensure continuity during handover of personnel. This will reviewed annual to ensure relevancy.

**404. RCA WORKSHOP**

1. The RCA Workshop is a part of The RCA Warehouse and Kitshop and provides engraving, custom framing and medal mounting services. It is manned by the 1 RCHA carpenter, and enough staff from The Royal Regiment to function, and reports to the RHQ Sgt.

(405 to 499 inclusive - not allocated)

ANNEXES

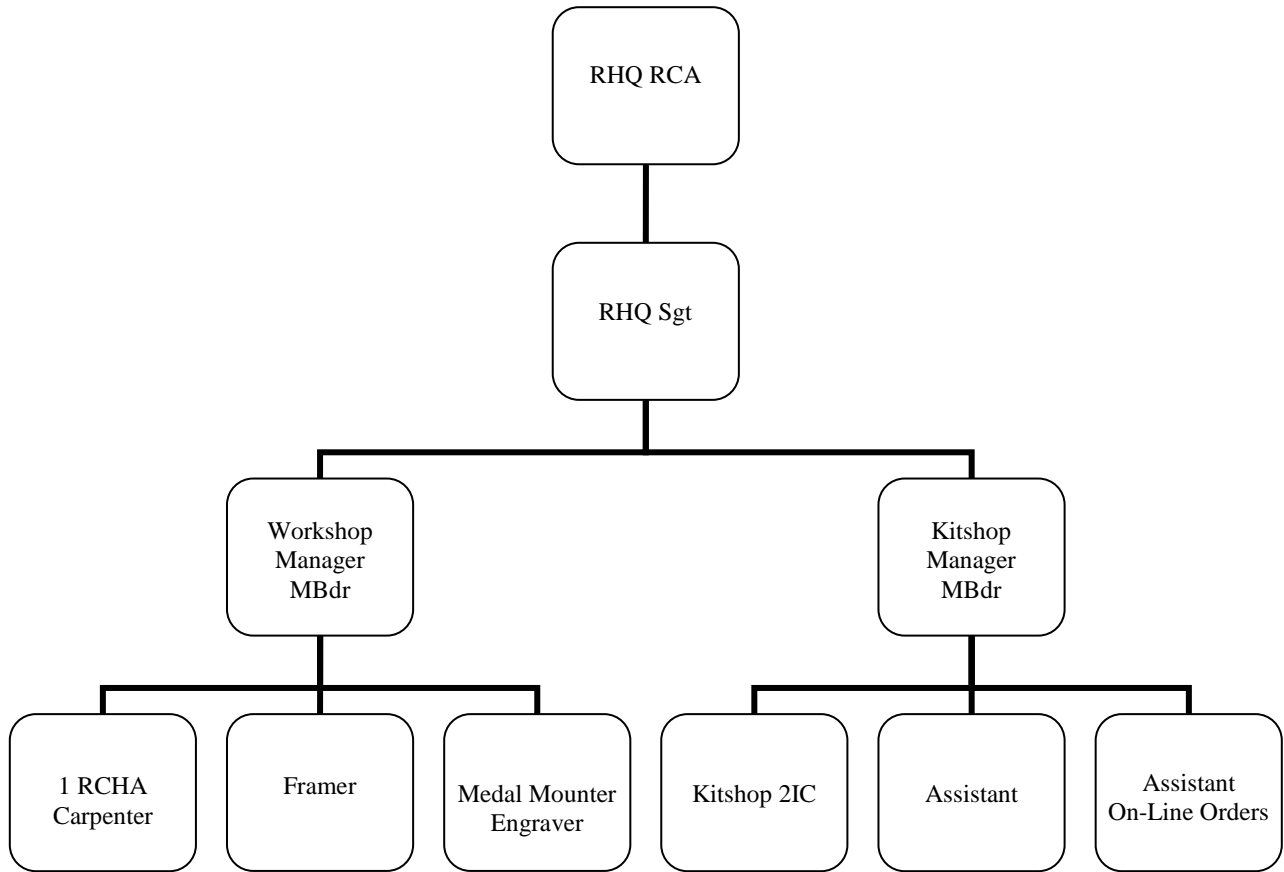
Annex A	RCA Kitshop Board of Directors TOR.....	4A-1
Annex B	RCA Kitshop Organization.....	4B-1

**RCA WAREHOUSE AND KITSHOP BOARD OF DIRECTORS**  
**TERMS OF REFERENCE**

1. A RCA Warehouse and Kitshop Board of Directors (BOD) governs The RCA Warehouse and Kitshop. The BOD is a standing committee of The RCA Regimental Fund Executive Board (Board). The BOD was established on 8 November 2002, as the most efficient means to manage the central and unit Kitshops.
2. The BOD will consist of the following:
  - a. Chairperson – Regt Major;
  - b. Secretary – Regt A/Adjt; and
  - c. Members:
    - (1) all Reg F unit 2ICs and RSMs;
    - (2) a Res F 2IC and RSM representative;
    - (3) RSM RCA; and
    - (4) RHQ SM.
3. The BOD will meet at least twice each fiscal year (FY) via video or tele-conference. The BOD will approve The RCA Warehouse and Kitshop’s budget for the following FY. Its minutes are approved by the Regimental Colonel and are provided to the members of the Board and the Kitshop BOD.
4. As much as possible, to take advantage of economies of scale, centralized purchasing should be utilized. The BOD will approve and set pricing policy for all centralized purchasing for The Royal Regiment’s Kitshops. The RCA Warehouse and Kitshop will take the lead with the ordering and distribution of all centralized purchases.
5. The Regt A/Adjt and RHQ SM, within the guidance provided by the BOD, conduct the day-to-day management of The RCA Warehouse and Kitshop to include The RCA Workshop.



**RCA WAREHOUSE AND KITSHOP ORGANIZATION CHART**



## **CHAPTER 5**

### **REGIMENTAL NON-PUBLIC PROPERTY**

#### **501. GENERAL**

1. The aim of this section is to detail control and accounting procedures for RCA Non-Public Property (NPP).
2. The RCA Non-Public Property Board of Directors (NPP BOD) is responsible for the acquisition, restoration, maintenance, control, and appraisal of NPP that is of significance to The Royal Regiment. The NPP BOD has as its long-term goal the provision, in a displayable form, of Regimental non-public property which is outside the purview of the RCA Museum. Terms of Reference for the NPP BOD are attached at Annex A.
3. RHQ RCA accounts for all of the NPP held across The RCA. NPP is divided into two categories. Unit NPP is that which has local significance. Units must maintain an inventory of unit NPP which will be submitted to RHQ RCA annually. Regimental NPP, which has significance to The Royal Regiment of Canadian Artillery as a whole, is maintained on a separate listing which is also submitted to RHQ annually. All units are responsible for the custody and upkeep of all Unit and Regimental NPP within their lines.

#### **502. DEFINITIONS**

1. The following definitions apply to this instruction:
  - a. Acquisition. To gain artefacts of significance to The Royal Regiment;
  - b. Restore. To repair an artefact to, as near as possible, its original condition;
  - c. Appreciation. An increase in assessed record value in The RCA NPP Register;
  - d. Depreciation. A decrease in assessed record value in The RCA NPP Register;
  - e. Write-off. To remove from RCA NPP records items for disposal; and
  - f. Disposal. To discard an object of RCA NPP that is beyond economical repair or is deemed no longer to be of any real, historical or sentimental value to The Royal Regiment.

#### **503. ACQUISITION**

1. Projects to acquire NPP that significantly enhance the visibility and vitality of The Royal Regiment may be proposed by units or individuals and may receive consideration for full or partial funding by The RCA Regimental Fund. The NPP BOD will collate proposals received and recommend priorities and funding levels to The RCA Regimental Fund Executive Board (Board). Approval of proposed acquisition projects will be based on the following criteria:

- a. the nature and significance of the acquisition and level of restoration required. Is the project of significance to the entire Regiment or just the unit involved? Will the project preserve a portion of our heritage; and
- b. have all other possible sources of funding been examined (public funds, RCAA, private donations etc).

**504. RESTORATION AND MAINTENANCE**

1. Units are to maintain all RCA NPP held at their locations. In the case of projects, assessed to be beyond unit capabilities, funds may be allocated for the maintenance of RCA NPP. Units will submit project proposals through the NPP BOD, which in turn recommends approval to the Board. The unit request for funding must include the following information:

- a. description including NPP number;
- b. historical significance of the item;
- c. value of the item;
- d. cost of repair/replacement. A professional estimate is required if the costs are likely to exceed \$500.00;
- e. other sources of funding sought for cost-sharing;
- f. unit resources available to pay for repair / replacement;
- g. nature of restoration; and
- h. cause of the damage / deterioration (if applicable).

2. Inventory. Units are responsible to maintain an inventory of all RCA NPP items in their possession. The RCA NPP stocktaking is an opportunity to ensure that all items are accounted for and evaluated. An annual inventory report of RCA NPP is to be sent to RHQ RCA NLT 1 June. To obtain the proper electronic database of the inventory report, contact RHQ. Annex B lists the Unit Numbering System.

3. Appreciation and Depreciation. In the preparation of annual NPP reports, the dollar value of certain items should be adjusted to reflect “wear and tear” as well as to indicate any increase in the replacement value. Other items should be assigned an initial value and not reduced. Factors that shall be considered in valuation are as follows:

- a. Appreciation. These are items that increase in value, based primarily on their replacement value. Crested china, crystal, most silver items and art are appropriately placed in this category; and
- b. Depreciation. One of the following levels of depreciation may be applied:
  - (1) Very rapid depreciation. This is used for non-durable items, which are subject to constant use. Items that may fall under this category are

recreation board games, audio video cassettes/disks and some sports equipment. These items may encounter full depreciation within a one-year period. These items are almost always unit NPP. No RCA NPP should fall under this category;

- (2) Rapid depreciation. Items falling into this category are of a more durable nature and are in frequent use. Depreciation here falls annually in the 25% range. Example items are barbeques, Stereos and durable sports equipment. These items are almost always unit NPP. No RCA NPP should fall under this category;
- (3) Slow depreciation. Items exposed to wear and tear through cleaning or limited use such as furniture or appliances fall into this category. Depreciation here falls annually in the 5% range. These items are generally unit NPP and only occasionally RCA NPP; and
- (4) No depreciation. This category is primarily, though not exclusively, reserved for items having an historical value. The assigned values represent the cost of acquisition, the original cost or in some cases replacement value. Items in this category need to be protected and refurbished as required. Most RCA NPP should fall into this category of depreciation or should appreciate as detailed above.

4. Appraisal and valuation assistance. In most instances, an experienced officer can competently adjust values. In cases where doubt exists the staff of The RCA Museum will provide assistance. Photographs and a detailed description, including the history of the item if appropriate should be provided. In some cases, a visit by museum staff or the use of an independent appraiser may be required.

#### **505. WRITE-OFF AND DISPOSAL**

1. Write-Off. When an item is lost, damaged beyond repair or no longer of value, it may be recommended for write-off and disposal. The procedure for write-off is as follows:

- a. the loss or damage to RCA NPP shall be investigated by the unit and results given to the CO with a copy forwarded to the NPP BOD;
- b. recommendations for write-off shall be forwarded from units to the NPP BOD, using the request form located in Annex C; and
- c. the NPP BOD is authorized to write-off individual items valued at \$499 or less. Requests in excess of that amount will be forwarded, with recommendations, to the Board for write-off as required.

2. Disposal. Once an item is authorized for disposal the unit NPP Representative and the RHQ RCA NPP Representative shall record the action on the RCA NPP records.

- a. The notation shall record:
  - (1) item identification;

- (2) item value; and
  - (3) method of disposal.
- b. Methods of disposal. The following methods are used to dispose of an item:
- (1) items of value are to be sent to RHQ RCA for disposal; and
  - (2) items of no value are to be thrown away.

**506. DISBANDMENT OR PLACEMENT ON THE SUPPLEMENTARY ORDER OF BATTLE**

1. Upon disbandment or placement on the Supplementary Order of Battle, Unit or Battery NPP will be catalogued, packaged and sent to RHQ RCA in accordance with CFAO 27-9 and 27-10. RHQ RCA will place the artefacts in storage with The RCA Museum until such time as the unit or battery is returned to active service.

**507. CENTRAL RCA NPP ACCOUNTING**

1. RHQ shall coordinate all aspects of RCA NPP items which are not held by units.

(508 to 599 inclusive - not allocated)

**ANNEXES**

Annex A	RCA NPP Board of Directors TOR.....	5A-1
Annex B	Unit Numbering System (Interim).....	5B-1
Annex C	Write Off / Disposal Request for RCA NPP.....	5C-1

**RCA NON-PUBLIC PROPERTY BOARD OF DIRECTORS**  
**TERMS OF REFERENCE**

1. A RCA Non-Public Property Board of Directors (NPP BOD) governs RCA NPP. The NPP BOD is a standing committee of The RCA Regimental Fund Executive Board (Board).
2. The BOD will consist of the following:
  - a. Chairperson – Regt Major;
  - b. Secretary – Regt A/Adj; and
  - c. Members:
    - (1) all Reg F unit 2ICs and RSMs;
    - (2) a Res F 2IC and RSM representative;
    - (3) RSM RCA; and
    - (4) RHQ SM.
3. The NPP BOD will meet at least twice each fiscal year (FY) via video or tele-conference in conjunction with The RCA Warehouse and Kitshop Board of Directors meeting to discuss all matters pertaining to RCA NPP. Specifically, it is responsible to:
  - a. Ensure that an annual inventory of Unit and RCA NPP is completed and RHQ RCA maintains a current database;
  - b. Ensure that all items of Regimental significance are designated as RCA NPP;
  - c. Ensure proper write-off and disposal of RCA NPP;
  - d. Establish priority for funding of RCA NPP Maintenance Fund projects for approval by the Board;
  - e. Ensure that losses are investigated by the unit and reported to the Board; and
  - f. Ensure that RCA NPP is maintained appropriately.

**UNIT NUMBERING SYSTEM (INTERM)**

Note: This list is under review as units from the Reserve Force and those on the Supplementary Order of Battle need to be accounted for.

1. Unit Letter Prefix. This letter will be used to indicate the original acquiring unit;

A	1 RCHA
B	2 RCHA
C	3 RCHA
D	4 RCHA
E	ESQUIMALT
F	1 LAA REGIMENT
G	1 LOC BTY RCA
H	HALIFAX
J	1 SSM BTY RCA
K	KINGSTON
L	2 SSM BTY RCA
M	D ARTY
N	5e RALC
O	SCHOOL OF ARTILLERY
P	PICTON
Q	QUEBEC
R	128 AAD BTY RCA
S	SHILO
T	E BTY 2 RCHA
U	1 AB BTY RCA
V	129 AAD BTY RCA
W	W BTY RCA

Annex B  
to Chapter 5

X RCA BATTLE SCHOOL  
Y RCA MUSEUM  
Z RCA CENTRAL FUNDS  
AAU SSO ARTY FMC HA  
ABU LO FORT SILL  
SBHQ SHILO BASE HEADQUARTERS  
AD AIR DEFENCE SCHOOL AND 119 BTY  
AC DPCOR DIRECTOR OF POLICY CAREER OTHER RANKS.  
AE 4<sup>th</sup> REGIMENT (GS), RCA  
(M)A 1<sup>ST</sup> HALIFAX-DARTMOUTH FIELD ARTILLERY REGIMENT RCA

2. Institute Letter. Each type of institute will be indicated by a letter prefix:

O OFFICERS' MESS  
S SERGENTS' MESS  
U UNIT FUND  
A SPORTS STORES  
J JR NCOs' CLUB  
K OR's CLUB  
B BAND



**WRITE OFF / DISPOSAL REQUEST FOR RCA NPP**

Requesting Unit	Item Number	Reason for Request*	Last Appraised Value**	Cost to Repair	Method of Disposal

Approved / Not Approved

\_\_\_\_\_  
Signature of Commanding Officer

\_\_\_\_\_  
President RCA Executive Board

Approved / Not Approved  
Recommended / Not Recommended

- \* (1) Transferred to Unit NPP, Not Applicable as RCA NPP
- (2) Damaged Beyond Repair
- (3) Lost

\_\_\_\_\_  
Chairperson of NPP Committee

- \*\* (1) \$499 or less NPP Committee is Final Authority
- (2) \$500 or more RCA Executive Board is Final Authority

## **CHAPTER 6**

### **REGIMENTAL RECOGNITION**

#### **601. INTRODUCTION**

1. The Royal Regiment has a system of recognition, outside of CAF Honours and Awards. This system consists of:

- a. Recognition by the Colonel Commandant;
- b. RCA Sergeant of the Year;
- c. Honouring our Fallen; and
- d. Student Recognition.

2. As the office of the Colonel Commandant is the single most visible institution binding all Canadian Gunners, units and organizations it is only fitting that these awards are presented in his name after receiving his personal approval. This programme is meant to recognize service to The Royal Regiment, and has three levels:

- a. the Colonel Commandant's Commendation;
- b. the Colonel Commandant's Certificate of Appreciation; and
- c. the Colonel Commandant's Coin.

#### **602. THE COLONEL COMMANDANT'S COMMENDATION**

1. This Commendation is only awarded for exceptional service to The Royal Regiment of Canadian Artillery. Care must be taken to ensure that the award is not awarded so often as to trivialize its status and must not duplicate or replace any existing award or commendation. Also, the award must never be perceived as a "Second Prize" when another CF or formation award is not granted.

2. Eligibility - Any individual, group, or organization, military or civilian, which merits recognition for outstanding and exceptional service to The Royal Regiment of Canadian Artillery, may be eligible to receive the Commendation.

3. Procedures - Submissions are to be signed by a Commanding Officer where applicable. Each submission should describe the reason for the nomination, and should include the recommended wording for the Commendation itself. The wording should be brief, to the point, and not exceed 200 words. Nominations for recipients can be forwarded to the Regimental Major at any time. Submissions will be reviewed and forwarded to the Colonel Commandant for final approval. Narratives will be in bilingual format.

4. The Commendation includes a unique framed scroll, in bilingual format, and a silver regimental coin. It contains a brief narrative outlining the service for which the Commendation is

presented. The scroll will always be signed by and, where circumstances permit, be presented personally by the Colonel Commandant. In those instances where the Colonel Commandant is not present, the scroll will be presented by a senior gunner officer in a ceremony befitting the importance of the awarding of this Commendation.



**Figure 1 - Colonel Commandant's Commendation**

5. The Colonel Commandant's Commendation will be forwarded for presentation to the recipient's unit. Units will provide RHQ RCA with the date on which the award is to be presented, and where the Commendation is to be sent. The RCA Regimental Fund will cover the cost of the Commendation as well as shipping and handling.

### 603. THE COLONEL COMMANDANT'S CERTIFICATE OF APPRECIATION

1. The Certificate is awarded for admirable service to The Royal Regiment of Canadian Artillery and care must be taken to ensure that this award is not given so often as to trivialize its status. As an award, the Certificate of Appreciation ranks between the exceptional service of the Colonel Commandant's Commendation and the immediate recognition for a particular service for the Colonel Commandant's Coin.
2. Eligibility - Any individual, group, or organization, military or civilian, which merits recognition for admirable service to The Royal Regiment of Canadian Artillery, may be eligible to receive the Certificate.
3. Procedure - Submissions are to be signed by a Commanding Officer where applicable. Each submission should describe the reason for the nomination, and should include the recommended wording for the certificate itself. The wording should be brief, to the point, and should not exceed 200 words. Nominations for recipients can be forwarded to the Regimental Major at any time. Submissions will be reviewed and forwarded to the Colonel Commandant for final approval. Narratives will be in bilingual format.



**Figure 2 - Colonel Commandant's Certificate of Appreciation**

4. Presentation - The Certificate is a unique scroll in a presentation folder and contains a brief narrative outlining the service for which the certificate is presented. The scroll will always be signed by and, where circumstances permit, be presented personally by the Colonel Commandant. In those instances where the Colonel Commandant is not present, the scroll will be presented by a senior gunner officer or Commanding Officer in a ceremony befitting the importance of awarding the Certificate.

5. The Certificate will be forwarded to the recipient's unit. Units will provide RHQ RCA with the date on which the award is to be presented, and where the Certificate is to be sent. The RCA Regimental Fund will cover the cost of the Certificate as well as shipping and handling.

**604. THE COLONEL COMMANDANT'S COIN**

1. The aim of the Coin is to provide a method whereby suitable individuals may be recognized for service to The Royal Regiment of Canadian Artillery. It is intended to be issued with a minimum of formality.
2. Eligibility - The Coin is awarded strictly at discretion of the Colonel Commandant.
3. Procedures - Normally, the Colonel Commandant will inquire, while visiting units, about individual achievement which may deserve recognition.

4. Presentation - The Coin will be presented by the Colonel Commandant. A formal parade is not required for the presentation.

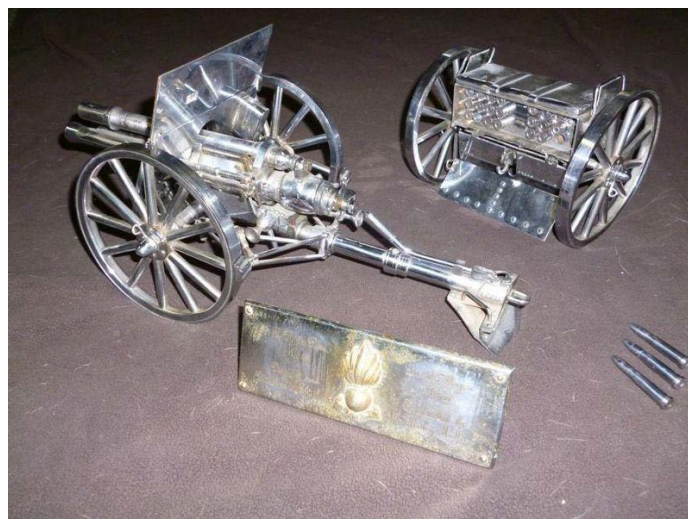


**Figure 3 - Colonel Commandant's Coin**

5. Units will provide RHQ RCA with the date, and to whom, the coin was presented as part of their quarterly returns outlined in Annex C of Chapter 3. The coins will be held by the Colonel Commandant and The RCA Regimental Fund will cover the cost of the coin.

#### **605. THE RCA SERGEANT OF THE YEAR AWARD**

1. The RCA Sergeant of the Year Award is awarded annually to one Regular Force and one Reserve Force Sergeant, who demonstrate outstanding leadership that has a positive effect on The Royal Regiment of Canadian Artillery.



**Figure 4 - RCA Sergeant of the Year Award**

## 606. RETIREMENT RECOGNITION AND GIFTS

1. In appreciation of honourable service, The Royal Regiment has a system of retirement recognition and gifts. More detail can be found in Chapter 2, Annex R.



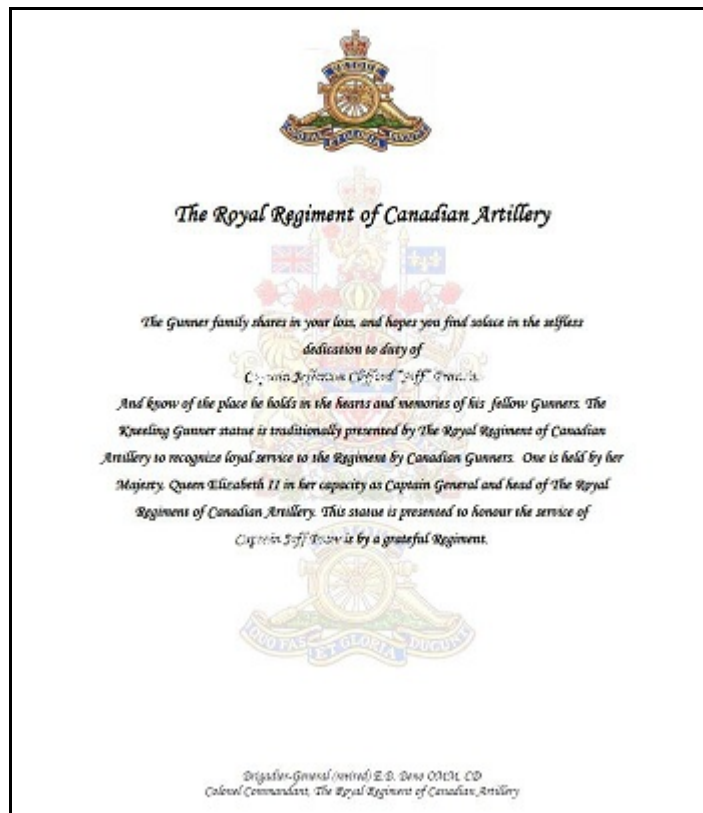
Figure 5 - RCA Retirement Scroll

## 607. HONOURING THE FALLEN

1. “The RCA Loading Gunner” statue may be presented to the family of a fallen gunner to recognize their sacrifice while on Operations<sup>1</sup>. A letter, signed by the Colonel Commandant, will accompany the Statue. This will be presented by a senior gunner officer in a ceremony befitting the importance of the occasion. All presentations of the Statue will be reviewed and approved by the Director of Artillery and is coordinated by RHQ RCA.

<sup>1</sup> The Director of Artillery will define these Operations.





**Figure 6 - RCA Sympathy Letter**

## **608. STUDENT RECOGNITION**

1. The Royal Regiment also provides awards to recognize students on specific artillery courses run by The RCAS, as outlined in Annex Q to Chapter 2.

(609 to 699 inclusive – not included)

## THE BRIGADIER-GENERAL E.B. BENO AWARD FOR LEADERSHIP IN THE RANK OF SERGEANT

### Introduction

1. Funds are allocated annually towards an award to one Regular Force and one Reserve Force Sergeant, each of whom demonstrates outstanding leadership that has a positive effect on The Royal Regiment of Canadian Artillery. The award was approved in its current form at The RCA Senate meeting of 22 February 13. The trophy is an 18 Pounder Gun with Limber handcrafted by Lieutenant-Colonel David Ely (RCA) and donated by his son, Mister John Ely. The names of the recipients are inscribed on the wooden mount and each is given a lasting token in recognition of their leadership abilities.

### Eligibility

2. Open to all substantive Sergeants of The Royal Regiment of Canadian Artillery, as well as all Sergeants of other trades/branches serving within units of The Royal Regiment during the assessment period.

### Criteria

3. The Award is for the individual, whose performance has demonstrated over the period of the assessment year, outstanding leadership, emphasizing the example set, the gaining of the respect of his or her subordinates, peers and superiors, and the positive effect on The Royal Regiment of Canadian Artillery. Factors that should be considered in the selection include competence, confidence, courage, fitness, integrity, military achievement, self-improvement, education advancement, and loyal and dedicated service to The Royal Regiment.

### Procedures

4. The assessment period will be from 1 April to 31 March annually.

5. Within units of The Royal Regiment, nominations may be made by any individual and forwarded through the unit chain of command. Within other sections/units, submission may be made through the senior Gunners in the region/area.

6. Nominations for the Award shall be made using the form at Appendix 1. The submission shall be accompanied by a separate *Word* document with a narrative composed for readers who are unfamiliar with the member. The narrative must concentrate on highlighting the accomplishments of exceptional leadership and conspicuous merit displayed by the Sergeant. The narrative shall be a maximum of one page with a font of Times New Roman, 11 point. The use of acronyms and obscure terminology should be avoided. At a minimum, submissions must be signed by a MWO and Major, but ideally by a CWO and LCol (RSM and CO). All submissions are to be forwarded directly to the Regimental Headquarters Sergeant Major (RHQ SM) at Regimental Headquarters, RCA (RHQ RCA) no later than 26 May.

7. The RHQ SM will forward all submissions electronically, less personal and unit identifying information, to the RSM RCA who will conduct the selection procedure with unit RSMs to recommend a primary and secondary winner for both the Regular and Reserve Force. These recommendations will then be submitted to the Regimental Colonel for staffing to the Colonel Commandant and the Senior Serving Gunner, who, in collaboration with the RSM RCA,



Annex A  
to Chapter 6

shall approve the award recipients.

8. The recipients of the Award will be announced on 4 December of each year. The presentations will occur at a later date by the Colonel Commandant and RSM RCA or appropriate senior RCA leadership.

Appendix 1  
Annex A  
to Chapter 6

**RECOMMENDATION FOR THE BRIGADIER-GENERAL E.B. BENO AWARD  
FOR LEADERSHIP IN THE RANK OF SERGEANT  
RECOMMANDATION POUR LA DISTINCTION HONORIFIQUE DU BRIGADIER-  
GÉNÉRAL E.B. BENO POUR LE LEADERSHIP AU GRADE DU SERGEANT**

**SN / NM**

**Surname / Nom**

**Given Names / Prénoms**

**Post-nominals** (*orders & decorations only*)

**Initiales honorifiques** (*ordres et décorations  
seulement*)

**Component / Élément**

**Regular Force / Force régulière**

**Reserve Force / Force de réserve**

**First Official Language**

**Première langue officielle**

**Assessment Period / Période d'évaluation** 1 April /  
1<sup>er</sup> avril

**To / 31 March /**  
**au 31 mars**

**Proposed Citation / Citation proposée** (*maximum 40 words / maximum 40 mots*)

**Chief Warrant Officer / Master Warrant Officer Signature**

**Signature de l'adjudant-chef / de l'adjudant-maître**

**Name - Nom**

**Rank - Grade**

**Appointment -  
Fonction**

**Signature**

**Date**  
(*d/m/y*) / (*j/m/a*)

**Commanding Officer / Senior Officer Signature**

**Signature du commandant / de l'officier supérieur**

**Name - Nom**

**Rank - Grade**

**Appointment -  
Fonction**

**Signature**

**Date**  
(*d/m/y*) / (*j/m/a*)

**CHAPTER 7**

**REGIMENTAL HERITAGE**

**701. GENERAL**

1. The RCA Heritage Campaign and Fund are designed to preserve and educate on all matters pertaining to our heritage. The Heritage Campaign and Fund are managed separately from The RCA Regimental Fund. The Heritage Campaign Fund Account was established for the sole purpose to promote the heritage of The RCA.

**702. RCA HERITAGE CAMPAIGN AND FUND GOVERNANCE**

1. IAW The RCA Regimental Fund Constitution fiduciary responsibility for all RCA non public money, including The RCA Heritage Campaign and Fund, rests with The RCA Regimental Fund Executive Board (Board). This responsibility includes approval of the Heritage Fund Budget component of the annual Heritage Operating Plan.

2. Artillery Senate provides oversight on Lines of Operation 3, 4 and 5 of the Family Strategy, which includes The RCA Heritage Campaign. RCA Heritage governance is contained within RCA Senate governance documentation.

3. RHQ RCA will provide administrative support to the Heritage Campaign.

**703. DONOR AND FINANCIAL PROCEDURES**

1. RHQ RCA will be responsible for the receipt and processing of all monies and gifts in kind.

2. All cheques, money orders, drafts, etc must be made payable to “The RCA Heritage Fund” and RHQ RCA will issue all official tax receipts.

3. All funds donated will be applied to the heritage objectives unless specifically designated by the donor for other purposes.

**704. GUIDE TO GIFTS IN KIND**

1. Details can be found in Annex A.

(705 to 799 inclusive - not allocated)

**ANNEXES**

Annex A	Guide to Gifts in Kind.....	7A-1
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## **GUIDE TO GIFTS IN KIND**

1. General. Gifts (donations) in kind are gifts other than cash. This could include bequests, annuities, life insurance policies, and/or residue interests. These are covered under CRA Interpretation Bulletin IT297R2. To be considered a gift, the donation must be voluntary, irrevocable, and the donor receives no benefit except where stipulated below. When receiving such gifts in kind, a lawyer or accountant should always be consulted for both parties. Gifts in kind will be processed as mandated by CRA requirements and guidelines provided by RHQ RCA.
2. Any capital or real property accepted by the charity will be sold as soon as feasible and not held for investment purposes.
3. RHQ RCA will issue an acknowledgment to the donor indicating fair market value of any property as of date of transfer.
4. Definitions. The following definitions apply:
  - a. Property: includes capital property (shares, dividends, annuities, etc) and real property;
  - b. Fair Market Value (FMV): generally means highest price (in dollars), that the property would bring on the open and unrestricted market;
  - c. Adjusted Cost Base (ACB): is the original cost (with adjustments) of the property;
  - d. Proceeds of Disposition (POD): actual value of the property received upon disposition;
  - e. Deemed Disposition: as a donor disposes of property to the charity, the donor is deemed to have received the proceeds of disposition equal to the fair market value of the property at the time of the gift;
  - f. Eligible Amount: the amount deemed to be the gift, and therefore the amount for which the tax receipt is issued. All eligible amounts are net of HST/GST;
  - g. Disbursement Quota: percentage of gifts (money/gifts in kind for which tax receipts have been issued) that must be spent on charitable projects; and
  - h. 10 Year Gifts: a donor gives written direction that the gift be held by the charity for 10 years or more and, therefore, does not become part of the disbursement quota. This direction must be stipulated at the time the gift is given. This is used to create endowment funds, whereby the charity can keep the principal in perpetuity and is required to spend only the annual income generated by the gift.
5. Bequests. This gift is the amount the charity receives from the will of a deceased person. Deemed disposition is considered immediately before the person's death and the tax receipt is issued at that time in the amount of the proceeds of disposition. Bequests only become part of the disbursement quota in the year in which they are spent (see Annex D).

Annex A  
to Chapter 7

6. Annuities. This gift is where a donor makes an irrevocable gift in exchange for immediate guaranteed payments at a specified rate for life or a fixed term. The eligible amount is equal to the excess amount contributed over the amount that would be paid as an annuity. The tax receipt is issued upon receipt of the gift. Donors can give direction that the gift be held 10 years or more. As an example:

- a. donor makes a \$100,000 gift;
- b. donor is 83 years old, so life expectancy is 8 years (from table in IT-111R2);
- c. donor is to be provided with \$10,000 a year income for life;
- d. cost to the charity to purchase an \$80,000 annuity is \$40,000 (example only);
- e. eligible amount (tax receipt) would be \$60,000 (\$100,000 - \$40,000) in the year of the donation; and
- f. donor would receive \$10,000/yr of which \$40,000 (\$80,000 - \$40,000) would be included as taxable income over the eight-year period.

7. Life Insurance Policies. This gift is where a donor absolutely assigns the charity as the beneficiary of a life insurance policy (whole or term). Donors who give direction that the gift be held 10 years or more should state the gift be held after the last premium is paid, so that subsequent paid premiums also fall under the 10-year gift rule. The following provisions apply:

- a. the eligible amount of the gift is the cash surrender value of the policy less outstanding policy loans plus accumulated dividends and interest at the time of assignment. The tax receipt is issued at the time of making the gift (assignment) to the charity. Any further increase to the cash surrender value after the assignment is ignored for eligible amount purposes. Where the donor pays the premiums after assignment, a tax receipt can be given for these amounts; and
- b. the donor can claim the cash surrender value of the policy less outstanding policy loans plus accumulated dividends and interest at the time of assignment as a charitable tax credit. As well, any premiums paid by the donor after assigning the policy also can be used as a charitable tax credit.

8. Residual Interest in Real Property or Equitable Interest in a Trust. This gift is created upon transfer of any property under the requirement that the property be distributed to the charity at a later date. To be considered a gift, all criteria for a gift must be met, plus the gift must be vested with the charity. A gift is vested, if the charity entitled to the gift will be in existence at the time of transfer and any conditions attached to the gift are satisfied. Two types of this gift are:

- a. Testimonial Trust - Trust created by a will whose terms pay all income from the property to the surviving spouse, and upon the death of the survivor, the property is transferred to the charity. Disposition is deemed and the tax receipt is issued in the taxation year in which the donor died; and
- b. Inter Vivos Trust - Trust created when donor transfers property to a trust that pays out income to the donor and upon the donor's death is transferred to the

charity. Disposition is deemed and the tax receipt is issued once the transfer of the property has been completed.

9. The following provisions apply;
  - a. the eligible amount of the gift will vary according to the type of gift but usually is based on free market value, or current interest rates and is issued upon disposition; and
  - b. for taxation purposes, the donor is deemed to have received the proceeds of disposition equal to the free market value upon disposition of the property. The donor (or his/her legal representative) can make an election under the Income Tax Act subsection 118.1(6), which allows the donor to elect an amount no greater than the free market value and no less than the adjusted cost base to be considered both as the proceeds of disposition and the eligible amount.
10. More detailed information can be found at <http://www.cra-arc.gc.ca/chrts-gvng/chrts/glssry-eng.htm>.
11. The applicable Information Bulletins are:
  - a. IT111R2 Annuities Purchased from Charitable Organizations;
  - b. IT226R Gifts to a Charity of a Residual Interest in Real Property or an Equitable Interest in a Trust;
  - c. IT244R3 Gifts by Individuals of Life Insurance Policies as Charitable Donations; and
  - d. IT297R2 Gifts in Kind to Charity and Others;