

**PRINCESS PATRICIA'S CANADIAN  
LIGHT INFANTRY**



**REGIMENTAL OPERATING PLAN**  
**FINANCIAL YEAR 2016/2017**

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Princess Patricia's  
Canadian Light Infantry  
Regimental Headquarters  
PO Box 10500 Station Forces  
Edmonton AB, T5J 4J5

7000-4 (RM)

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Distribution List

**PPCLI REGIMENTAL HEADQUARTERS**  
**LEVEL 4 OPERATING PLAN – FY 2016/2017**

- References: A. Regimental Strategy version 01, dated 25 June 2015  
B. Regimental Guard Policy Directives 01-10  
C. PPCLI Regimental Manual version 3, dated October 2012  
D. PPCLI Regimental Museum Manual, dated September 2015  
E. Regimental Kit Shop Operating Plan (Currently in Writing)

**SITUATION**

1. PPCLI Regimental Headquarters (RHQ) was established as an Area Support Unit Edmonton lodger unit on 5 August 1997 following the move of 1 Canadian Mechanized Brigade Group (1 CMBG) units from Calgary. RHQ began to report directly to Headquarters (HQ) 1 CMBG in 2008 under an arrangement designed to address RHQ's funding requirements, while making support arrangements more open and transparent. The HQ 1 CMBG Finance Staff initially supervised RHQ expenditures; however, this is no longer the case, with charities and regimental expenditure managed by the Regimental Accounts NCO. Manpower remains a significant concern that is affecting the Regiment's ability to support Museum and Archives operations and conduct the long-range planning and coordination required to prepare for major events like the Regiment's centenary. RHQ remains dependent on First Battalion (1 PPCLI) for logistics and information systems support. These dependencies make it difficult to monitor support costs accurately. Over the next year, greater emphasis will be placed on stewardship and addressing manpower concerns to ensure that RHQ is ready to support operations in 2017 and positioned to face the challenges that lie beyond the next operational mission.

**MISSION ANALYSIS**

2. PPCLI Vision, Mission and Objectives. PPCLI is a proud, confident regiment with outstanding leadership, strong discipline and highly developed military skills that enable it to fight and win on the modern battlefield. The Regiment's mission is to provide an excellent infantry regiment for service to Canada. The Regiment's objectives emphasize Proficiency, Leadership Development, the Regimental System, History and Traditions, Image and Identity, Benevolence and Organizational Effectiveness.

3. President of the PPCLI Guard Intent. RHQ will support the Regiment's mission of producing an excellent infantry Regiment for service to Canada. RHQ will support the Regimental Council in implementing the seven Regimental Objectives listed below. In particular, RHQ will:

- a. Proficiency. RHQ will assist the unit Commanding Officers in maintaining standards of proficiency by formally recognizing professional excellence and exceptional achievement through the Regiment's honours and awards programme.
- b. Leadership Development. RHQ will support leadership development by using professional development activities such as Regimental leadership symposiums to promote professional excellence and disseminate lessons learned on current operations.
- c. Supporting the Regimental System. RHQ will assist in developing cohesion and esprit de corps by support activities such as Regimental Days, Family Days, and Christmas activities. RHQ will assist in the development of a common operating picture across the Regimental Family by maintain communications between the serving component, the Association, and the Foundation, and by ensuring that Extra-Regimentally Employed members are kept informed.
- d. History and Traditions. RHQ will ensure that the Regiment's History and Traditions are recorded and perpetuated by managing and supporting the PPCLI Museum, producing the Patrician and other documents, and responding to requests for information from individuals and the media.
- e. Image and Identity. RHQ will assist in protecting and promoting the image and identity of the Regiment by protecting Regimental imagery and intellectual property, conducting outreach operations, both to civil and military institutes and organizations, and responding to requests for information from all sources. RHQ will also promote a positive image and identity by connecting with Canadians, providing timely responses to requests for information, and informing the Canadian public of the Regiment's accomplishments through regimental outreach programmes. The main venue for delivering this effect will be the PPCLI Website and social media. The main effort will be strengthening the connection between Patricias and the public. This will be achieved in part by establishing a CF and DND compliant website to project a consistent positive, professional image across the CF and Canada.
- f. Benevolence. RHQ will administer the Benevolent Fund and conduct meetings of the Benevolent Fund Committee as required. RHQ will also maintain close liaison with civil and military organizations assisting soldiers and families in need.
- g. Organizational Effectiveness. RHQ will maintain a relevant and efficient Regimental structure by producing, maintaining and updating references and publications, supporting the conduct of efficient Regimental meetings, producing detailed and accurate records of meetings, maintaining efficient procedures for responding to Requests for Information, and maintaining effective liaison with agencies whose areas of responsibility impact the Regiment. RHQ will conduct

a detailed review of the Regiment's operations and administration to improve organization, governance, financial planning and accountability. The main effort will be the production of the three cornerstone documents covering Museum Operations, Warehouse Operations, and Veteran's care. Following the approval of these documents, the Regimental Manual will be revised. The end state will be achieved when the three cornerstone documents have been approved and the Regimental Manual revised

4. Chair Regimental Executive Committee (REC) Concept of Operations.

- a. Intent. RHQ will support Regimental objectives by planning, funding and supporting the conduct of key Regimental activities such as Ric-a-dam-doo, the French Grey Ball, visits of the C-in-C and COR, and the Patrician. Concurrent to this, RHQ will improve Regimental Governance by conducting a thorough review of all extant documents and amending or producing new documents as required.
- b. Main Effort. The main effort will be improving Governance of the Regiment by completing the three cornerstone documents and revising the Regimental Manual.
- c. End State. The end-state will be achieved when the following objectives are met:
  - (1) Regimental activities supported;
  - (2) Cornerstone Manuals approved; and
  - (3) Regimental Manual revised and approved.
- d. Regimental Tasks and Key Commitments:
  - (1) First Quarter (April – June 2016):
    - (a) Support the Association AGM scheduled 28-30 Apr 16;
    - (b) Facilitate either or both CinC and COR in support to the Kap'yong 65<sup>th</sup> to any or all of the following locations:
      - i. Wainwright;
      - ii. Ottawa; and
      - iii. Korea.
    - (c) Conduct REC 156 scheduled 17 Jun 16;
    - (d) Support 3 PPCLI Change of Command to be held on 17 Jun 16;
    - (e) Finalise 100<sup>th</sup> After Action Report (Maj Miller);
    - (f) Publish the Patrician 2016 Journal by end-Jun 16; and

- (g) React to any assigned or implied tasks from 1 CMBG change of command on 24 Jun 16;
- (2) Second Quarter (July – September 2009):
  - (a) Support conduct of French Grey Ball 16 (FGB 16) to be held on 27 Aug 16;
  - (b) React to any assigned or implied tasks from 3<sup>rd</sup> Canadian Division change of command scheduled for 11 Jul 16;
  - (c) Regimental Support to Battalions for EXERCISE TOUGH CONTENDER on 29-30 Aug 16;
  - (d) Regimental Support to Battalions for EXERCISE MOUNTAIN MAN on 1 Sep 16;
  - (e) Support to ‘The Military Museum’ Somme Dinner; and
  - (f) Conduct Regimental Guard meeting 70, date TBC.
- (3) Third Quarter (October – December 2016):
  - (a) React to any tasks in support to Valour Canada Flame of Remembrance on 10 Nov 16;
  - (b) In support where necessary to Remembrance Day – 11 Nov 16; and
  - (c) Provide Prime Minister, Governor General, CinC and COR letters to Battalions for Men’s Christmas Dinner;
- (4) Fourth Quarter (January – March 2017):
  - (a) Facilitate Regimental Executive Committee 156, date TBC;
  - (b) Conduct Regimental Guard meeting 71, date TBC; and

5. Assigned Tasks. PPCLI RHQ functions as the full time “General Office” of the Regiment. It reports to the Chairman of the Regimental Executive Committee (currently CO 3 PPCLI) and supports the Colonel-in-Chief, the Colonel of the Regiment, the Regimental Guard, the PPCLI Association and members of the Regiment. In accordance with reference C, PPCLI RHQ has the following tasks:

- a. Act as the secretariat of the Regimental Council and its component bodies (Colonel-in-Chief, Colonel of the Regiment, Senior Serving Patricia, the Regimental Senate, the Regimental Guard, and the Regimental Executive Committee);
- b. Act as the secretariat of the PPCLI Association;

- c. Maintain and operate the Regimental funds and accounts;
  - d. Maintain and operate the Regimental Warehouse (Kit Shop);
  - e. Maintain and operate the Regimental Museum and Archives;
  - f. Edit and publish all Regimental publications;
  - g. Act as the coordinating agency for all Regimental activities including matters of protocol;
  - h. Maintain liaison between all Regimental members;
  - i. Maintain the Regiment's files, manuals, minute books, seals and constitutional documents;
  - j. Annually review, update and publish the Regimental operating plan;
  - k. Control and account for all Regimental Non-Public Property;
  - l. Maintain liaison with the Colonel-in-Chief, the Colonel of the Regiment, units and Extra-Regimentally Employed (ERE) personnel;
  - m. Act as the Public Affairs Office for the Regiment;
  - n. Maintain contact with soldiers on the Special Patients Holding List (now the CF Joint Personnel Support Unit) and with the family members of soldiers who die on active service;
  - o. Assist the Regimental Colonel and Regional Representatives with career management for ERE personnel as required; and
6. Additional Tasks. In addition to the tasks at reference C, the following tasks were assigned to RHQ by the Regimental Guard and Regimental Executive Committee:
- a. Supervise, Administer and Support the Regimental Veterans Care Cell. The PPCLI Veterans Care Cell is an organization that supports serving and retired members of the Regiment, soldiers who are serving with the Regiment and their families. The vision, mission and goals of the Regimental Veterans Care Cell are detailed in more detail below at paragraph 7.b.(2);
  - b. Prepare, Engage & Facilitate The Following Regimental Projects:
    - (1) Regimental Campaign Plan (Col Gallinger);
    - (2) Regimental Kit Shop Operating Plan and Manual (Maj Miller);
    - (3) PPCLI Battle Honours (LCol Liebert);
    - (4) Museum Plan (Capt Peabody);



- (5) Virtual Hall of Honour (MCpl Cherney);
- (6) Regimental Memorials review and update (WO Peterson);
- (7) Regimental Manual re-write (Maj Innis); and
- (8) Soldier's Manual (Cpl Campbell).

c. Assist and Support the PPCLI Association's Volunteer Patricia Programme (VPP). This is a national volunteer network that provides assistance to serving and retired PPCLI soldiers, soldiers who served with the Regiment and their families. VPP volunteers are assigned to support Assisting Officers and personnel who require information, advice and assistance.

7. Implied Tasks. RHQ has the following implied tasks:

- a. Plan, coordinate and administer travel arrangements for the Colonel-in-Chief and the Colonel of the Regiment;
- b. Coordinate and oversee the financial reorganization of the Regiment to improve accountability and oversight and ensure that the Regiment remains compliant with Canada Revenue Agency, Industry Canada and other applicable federal, provincial or Canadian Forces regulations;
- c. Maintain a database of the Regiment's heritage sites and develop plans to ensure that these sites are properly maintained;
- d. Maintain contact with affiliated Regiments (The Rifles and the Royal Australian Regiment);
- e. Liaise with affiliated Royal Canadian Army Cadet Corps;
- f. Maintain contact with other affiliated or associated groups (Edmonton City Police Pipes and Drums, the PPCLI Warrant Officers' and Senior NCOs' Club (Retired), St. Mary's Band, Kipnes Veterans Centre and the Korea Veterans Association);
- g. Assist with the development and coordination of Regimental communications plans and the preparation of strategic and operational communications products, including the PPCLI Home Page;
- h. Assist with casualty notification and funeral planning; and

8. Assumptions. This operating plan is based on these assumptions:

- a. The Colonel-in-Chief and the Colonel of the Regiment will visit PPCLI soldiers deployed on overseas operations involving three or more sub-units. In the case of 1 PPCLI who are deploying a company to Poland this year, a regimental decision will be made to determine if such a deployment legitimises either or both the Colonel-in-Chief or COR to make such a visit.

- b. The financial outlay of visits to PPCLI soldiers deployed on overseas operations will be paid either by public funds in the case of the COR or by Regimental funds in the case of the Colonel-in-Chief; and that the signing authority for Regimental funds rest with the DCO 1 PPCLI.
- c. When possible, the Colonel-in-Chief will attend repatriation ceremonies for PPCLI soldiers killed on overseas operations. In the event that the Colonel-in-Chief is not available, the Senior Serving Patricia or his designate will attend these events.
- d. The Colonel-in-Chief will conduct two visits to PPCLI soldiers in Canada in a normal fiscal year. Where possible, these visits will be planned to coincide with scheduled activities and coordinated to maximize the involvement of serving and retired members of the Regiment, their families and affiliated groups. Normally, one of these visits will include a major PPCLI Association activity such as the Annual General Meeting.
- e. Except where special arrangements have been coordinated and approved, the cost of Colonel-in-Chief visits to PPCLI soldiers and official functions in Canada will be paid by the Regiment using private Regimental Funds.
- f. The costs incurred by the Colonel of the Regiment's attendance at official functions and approved activities and events will be paid with Public Funds.
- g. The Regimental Major and the Regimental Adjutant serve as the Aides-de-Camp to the Colonel-in-Chief and the Regimental Colonel. All costs associated with these duties, including the cost associated with drivers and vehicle rentals will be paid with Public Funds.
- h. RHQ coordinates the attendance of PPCLI representatives at funerals outside the major base areas. Ideally, arrangements will be made for a Lieutenant-Colonel and a Chief or Master Warrant Officer to attend the funerals of PPCLI soldiers who die on active service. This is particularly important for deployed units. Where appropriate, and where funding cannot be provided through other means, additional funding will be provided to pay for the costs incurred by these personnel.

9. Limitations. The principal limitation of PPCLI RHQ is manpower. There are only thirteen established RHQ positions, including three personnel who work in the PPCLI Museum and Archives in Calgary. The remaining personnel in PPCLI RHQ are "on loan" from PPCLI units (See Annex A).

10. Risks. These factors will have an adverse effect on this operating plan:

- a. Operational Tasks. The ongoing demand for personnel to fill vacant positions on deployed operations is expected to continue to affect RHQ manning. This risk can be mitigated by manning RHQ with personnel with medical limitations or other considerations that limit operational employment. Care must be taken to screen personnel to ensure that the personnel sent to RHQ are capable of working under limited supervision.

- b. Significant Operational Casualties. The RHQ staff expends considerable time and effort in support to wounded soldiers and the families of the fallen. This is critical RHQ function. PPCLI RHQ is monitoring approximately 200 case files at this time. A significant increase in operational casualties will impair RHQ operations by reducing the time available for other tasks and administration.
- c. Lack of Information Systems Support. PPCLI RHQ does not have dedicated IS support. The organization has been overlooked in the past two recapitalization cycles. Aging IS equipment is beginning to fail and this is adversely affecting productivity. Likewise, the lack of access to DND website design expertise is impeding the Regiment's efforts to establish effective information services.

## MISSION

- 11. RHQ will foster cohesion across the Regiment in order to support Canadian Army Force Generation measures.

## EXECUTION

- 12. Concept of Operations.
  - a. Intent. RHQ will provide timely and effective support to the Regiment and the chain of command by supporting the Regiment's seven objectives. The RHQ staff will work diligently to reinforce the Canadian Forces chain of command and provide first-class service to the members of the Regiment, soldiers across Canadian Army, and the Canadian public. PPCLI RHQ will work closely with Canadian Forces leaders, providing accurate and timely advice and assistance when appropriate. The RHQ staff will exercise care to avoid the duplication of services provided by existing systems and support agencies, maximizing the use of available resources and advocating good business practices, increased efficiency and accountability.
  - b. Scheme of Manoeuvre. RHQ will operate on five primary lines of operation, consistent with the Regiment's objectives as follows:
    - (1) Support to Regimental Governance. RHQ will build upon the Regiment's current "Outreach" program, perpetuating the current positive image of the Regiment in the public's eye. Additionally, RHQ will foster good relations through "Affiliations" with allied Regiments in the UK and Australia, the Royal Canadian Army Cadet Corps, the Foundation and the PPCLI Association. RHQ supports regimental governance by organizing meetings, producing minutes and conducting administration for the Guard and the REC. RHQ also maintains all regimental publications, including the Regimental Manual;
    - (2) Regimental Protocol. RHQ will ensure that both the Colonel in Chief and the Colonel of the Regiment are kept fully apprised of all Regimental activities and that they are able to attend major events as required. RHQ will ensure that other key Regimental appointments are supported as necessary;

- (3) Veterans Care (promoting Welfare). RHQ will actively promote the welfare of serving and retired Patricians and their families, including the families of fallen soldiers, soldiers from other arms and services who have served with the Regiment and affiliated Royal Canadian Army Cadet Corps. This will be achieved primarily through the Regiment's Veterans Care Cell, an organization created to ensure that serving and retired PPCLI soldiers and their families have access to accurate information, advice and assistance. The Veterans Care Cell will work closely with volunteers provided by the PPCLI Association and other members of the care community. RHQ will also promote welfare through communications products and support programmes such as the Regiment's retirement gratuity programme, the PPCLI Association's Operation SMALL PACK (an amenity programme for wounded and severely injured soldiers), the Hamilton Gault Memorial Fund Student Bursary, and the PPCLI Benevolent Fund.
  - (4) Preservation of Heritage & History. RHQ preserves the history, customs and traditions of the Regiment by overseeing the operation and administration of the PPCLI Museum and Archives in Calgary, Alberta. The PPCLI Museum and Archives is a fully accredited Canadian Forces facility that works closely with the Canadian War Museum, The Military Museums, and academic institutions such as the University of Calgary. Museum and Archives operations are funded primarily by Directorate of History and Heritage (DHH) grants, funds raised by the PPCLI Association and Federal and Provincial government grants. RHQ uses regimental publications such as *The Patrician*, the *Regimental Manual*, and the Regiment's Home page and Facebook page to disseminate information on the Regiment's history, customs and traditions. RHQ also preserves the Regiment's history through the accounting and control of Regimental property. The main effort will be placed on addressing the PPCLI Museum and Archives manpower concerns. The end state will be achieved when the Regiment has established a more robust support system for PPCLI Museum and Archives, and planning is underway to support major projects such as the Gallery Renovation Project, the Virtual Gallery Project, Museum Storage Improvements, and the public has access to interesting and informative information about Regiment's past accomplishments and current operations;
  - (5) Regimental Warehouse (Kit Shop) Operations. The Regimental Kit Shop is a fundamental asset to the Regiment providing soldiers with kit and equipment fit for use in the military. The Regimental Kit Shop produces approximately \$150,000 in profit each year to support Regimental activities.
- c. Main Effort. The main effort will be improving Governance of the Regiment by completing the three cornerstone documents and revising the Regimental Manual.
  - d. End State. The end-state will be achieved when the following objectives are met:
    - (1) Regimental activities supported;

- (2) Cornerstone Manuals approved; and
- (3) Regimental Manual revised and approved.

13. Coordinating Instructions:

- a. Regimental Calendar. The PPCLI regimental calendar for Fiscal Year 2016/2017 is attached at Annex B. This annex expands upon the snapshot articulated in paragraph 4.d. Regimental Tasks and Key Commitments.
- b. PPCLI RHQ Priorities:
  - (1) Improve Regimental Governance;
  - (2) Support the Regimental Council;
  - (3) Support soldiers and families;
  - (4) Support Museum operations; and
  - (5) Increase warehouse sales and profitability.

SERVICE SUPPORT

14. RHQ Support Concept. The RHQ support concept is based on a system of consolidated, independent funding provided internally from regimental assets. PPCLI RHQ does not require a separate support element. Most integral support functions will be provided by 1 PPCLI support staff. Support costs will be monitored by establishing separate accounts to track RHQ activities.

15. Finances. The total RHQ budget is just under \$700,000, split amongst four funds: The General Fund, the Warehouse Fund, the Museum Fund, and RHQ Public Funds, which is a line item in the 1 PPCLI annual budget. From this \$700,000, a total of \$27,500 is assigned to Management and Administration costs. A detailed breakdown of expenditures is provided at Annex D.

- a. The General Fund. PPCLI Regimental activities are supported by the PPCLI Regimental Fund, a registered charity. These funds are classified as Charitable Funds. Within the Regimental Budget, these funds are referred to as the General Fund. The 2016 General Fund budget includes \$296,100 in Regimental funding to support the Colonel-in-Chief, Regimental meetings and social events, support to the PPCLI Museum and Archives, gratuities programmes, the Korea Bursary programme, the Benevolent Fund, Regimental publications, and other activities that cannot be supported with public monies.
- b. The Regimental Warehouse. The Regimental Warehouse is a Non-Public activity outside of the Canadian Forces Central Fund. The Warehouse Budget is based on projected sales of \$600,000, which should generate a gross profit of approximately \$200,000. Operating Expenses are projected at approximately \$95,000. Extraordinary Expenses are projected at an additional \$71,000, leaving a projected net revenue of \$45,000.

- c. The PPCLI Museum. The PPCLI Museum is a Non-Public Funds activity within the Canadian Forces Central Fund. The PPCLI Museum and Archives is an accredited CF Museum, with a current budget of \$269,031. Funding is provided primarily by financial grants from Directorate History and Heritage, the PPCLI Association, and Provincial and Federal Government grants. Additional funding is provided from the PPCLI Regimental Fund as required.
- d. Public Funds Requirements. Annex E details the Public Funds requirements to support planned RHQ operations. A total of \$55,000 is allocated in the 1 PPCLI budget to cover travel costs associated with providing support to the Colonel-in-Chief, the Colonel of the Regiment and the Regiment's leadership. A further \$10,000 has been allocated from Canadian Army funding to cover the Regimental Colonel's travel, in his capacity as Branch Director. This funding also covers liaison visits to the PPCLI Museum and Archives and support to affiliated PPCLI Royal Canadian Army Cadet Corps.
- e. Investment Accounts. The Regiment currently runs four investment accounts: the Legacy Fund, the Benevolent Fund, the Korean Fund, and the Contingency Fund. The Legacy Fund, with a current cash value of approximately \$181,000, is designed to hold funds for future Regimental projects, specifically the 125<sup>th</sup> Commemorations. The Benevolent Fund, with a current cash value of approximately \$152,000, is designed to hold funds to assist soldiers and former serving members in need. The Korean Fund originally held funds for a Korean bursary, but has long since been depleted and the bursary is now paid from the General Fund. The Contingency Fund, currently holding \$50,000, is designed to provide funds to defray expenses that may be incurred at Lady Patricia's funeral.
- f. Individual Training Funding Requirement. There is a requirement for funding to support individual training. Approximately \$4,500 is allocated in the General and the Museum Funds to pay for computer training and other courses directly related to the employment of RHQ personnel.

16. The Volunteer Patricia Programme. The VPP is a national volunteer support network established by the PPCLI Association. This programme provides support to wounded soldiers, families of the fallen and veterans. VPP volunteers work with Assisting Officers, case managers, health care providers, DCSM, VAC, SISIP, MFRCs, the Royal Canadian Legion, War Amps, and other agencies to ensure that soldiers injured or convalescing outside of the major base areas receive the care and attention they deserve. VPP volunteers support Assisting Officers. They report major issues and concerns to the PPCLI Veterans Care Cell so these issues can be monitored and addressed by the chain of command. The programme is financed by the PPCLI Association.

17. General Office Support. RHQ requires approximately \$6,000 to support general office operations and administration. These funds will be used to pay for photocopier rental and the general consumables (PP&S). A separate Regimental Funds budget is in place to pay for the equipment and support costs related to Regimental activities, including the PPCLI Kit Shop.

18. RMS Clerical Support. RHQ was previously established for a Class B Reserve Force RMS clerk, however, funding constraints has resulted in the position being relinquished and an

issue that will be addressed in the near future, specifically since the position reduced administrative support from 1 PPCLI.

19. Information Systems Support. RHQ has a separate Information Systems (IS) account. However, there are no trained IS personnel on the RHQ establishment. RHQ receives support from 1 PPCLI and 742 Signal Squadron as necessary. RHQ operating costs are charged to 1 PPCLI and are included in the 1 PPCLI operating budget. There is a requirement for approximately \$20,000 in funding to pay for basic RHQ support costs. The telephones, computers and communications equipment used to support Regimental activities are funded by the Regiment using Regimental Funds.

20. Funerals. Although the flood of casualties from Afghanistan has abated, there remains a requirement for Regimental support to funerals. Funding is included in the Support to Regimental Activities line item in the 1 PPCLI budget, and line items GF 005 and GF 022 in the General Fund budget. Not every funeral will require the same support, and Table 1 below details the lead agency and supporting agencies. Support is further broken down into those participants and attendees. A participant is one playing an active role in the funeral whether as a pallbearer, member of a guard, usher and speaker. Attendees are those without formal roles in the funeral.

Table 1: Regimental Support to Funerals

	Lead Agency	Supporting Agencies	
		Participants	Attendees
Casualties (Combat or Training)	Serving Component	C-in-C or COR (both if required)	Association
Veteran	Association	Association (in accordance with family's wishes)	C-in-C and COR Serving Component
Regimental ViP	Serving Component	C-in-C and COR Association (in accordance with family's wishes)	Association Serving Component
Other			Association Serving Component (in accordance with family's wishes)

23. Contractors. The Regiment employs two contractors to support the PPCLI Museum and Archives, both located in Calgary. These individuals are contracted to the Regiment, but paid by a combination of DHH and Alberta Culture Funding. The DHH funds are held in trust for the Regiment by Non-Public Funds (NPF) in Edmonton, while the Alberta Culture Funds are deposited to the General Fund. The contractors are paid by the General Fund, which then recovers the funding from the NPF trust accounts.

COMMAND AND SIGNALS

23. Authority. This operating plan is issued under the authority of Lieutenant-Colonel J. T. Adair of the PPCLI Regimental Executive Committee. The Regimental Major is the managing authority for all budget and resource management issues relating to this operating plan, less

Public Funds, which are embedded in the 1 PPCLI budget and controlled by DCO 1 PPCLI. RHQ will be assisted by the 1 PPCLI QM staff as appropriate.

Q. M. Innis  
Major  
Regimental Major  
5494

Annexes:

[Annex A – RHQ ORBAT, Appointments and Tasks](#)  
[Annex B – Regimental Calendar](#)  
[Annex C – Resource Requirements](#)  
[Annex D – Regimental Financial Plans](#)  
[Annex E – Recapitalization and Forward Planning List](#)

Distribution List

Action

HQ 1 CMBG Edmonton//Comd

Information

1 PPCLI Edmonton//CO  
2 PPCLI Shilo//CO  
3 PPCLI Edmonton//CO/DCO/CC  
Regimental Adjutant  
Regimental Warrant Officer  
Regimental Veterans Care Cell Warrant Officer  
PPCLI Kit Shop NCO  
Regimental Accounts NCM



**RHQ ORBAT, APPOINTMENTS AND TASKS**

Reference: PPCLI Regimental Manual version 3, dated October 2012

1. Regimental Headquarters ORBAT and Appointments. RHQ comprises 16 key appointments dispersed between Edmonton and Calgary as follows:

<b>RHQ ORBAT AND APPOINTMENTS</b>		
<b>SERIAL</b>	<b>APPOINTMENT</b>	<b>INCUMBENT</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
1	Regimental Major	Major Q. M. Innis
2	Regimental Adjutant	Captain C. G. MacKenzie
3	Regimental Museum Manager	Captain D. A. R. Peabody
4	Regimental Warrant Officer	Warrant Officer S. A. Petersen
5	Regimental Veterans Care Warrant Officer	Warrant Officer J. W. J. Feltham
6	Regimental Kit Shop NCO	Sgt C. M. Pacholuk
7	Regimental Museum NCO	Sergeant B. D. Lowes
8	Regimental Kit Shop 2 I/C	Master Corporal P.E. C. Cressall
9	Regimental Data Clerk	Master Corporal S. E. Cherney
10	Regimental Accounts NCO	Corporal T. J. Cronk
11	Regimental IT NCO	Corporal C. D. Campbell
12	Regimental Clerk	Corporal N. W. Weir
13	Medal Mounting NCO	Corporal S. M. Daigle
14	Regimental Museum	Corporal A. J. Mullett
15	Kit Shop Cashier	Corporal J. S. Wiedemann-Kormanicki
16	Kit Shop Cashier	Corporal B. D. Gampy

2. RHQ is the full time "General Office" for all Regimental business. It is responsible to the Chairman of the Regimental Executive Committee and is responsive to the Colonel-in-Chief, Colonel of the Regiment, Regimental Guard, the PPCLI Association and the members of the Regiment. Reference C is the authority for all duties and functions of Regimental Headquarters, the duties and responsibilities below are explicit to this document:

- a. Regimental Headquarters. RHQ shall carry out, *inter alia*, the following duties:
  - (1) Act as the secretariat of the Regimental Council and its component bodies;
  - (2) Maintain and operate the Regimental Funds and Accounts (Annex D);

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- (3) Maintain and operate the Regimental Kit Shop;
  - (4) Maintain and operate the Regimental Museum and Archives;
  - (5) Edit and publish all Regimental publications;
  - (6) Act as the coordinating agency for Regimental activities including matters of protocol;
  - (7) Maintain liaison between all Regimental members;
  - (8) Maintain the Regiment's files, manuals, minute books, seals and constitutional documents;
  - (9) Annually review, update, amend and publish the Regimental Operating Plan;
  - (10) Control and account for all Regimental Non-Public Property;
  - (11) Maintain liaison with the Colonel-in-Chief, the Colonel of the Regiment, units and Extra-Regimentally Employed (ERE) personnel;
  - (12) Act as the Public Affairs Office for the Regiment;
  - (13) Maintain contact with soldiers on the Special Patients Holding List and with surviving family members of soldiers who die while serving; and
  - (14) Assist the Regimental Colonel with career management issues of ERE personnel.
- b. Regimental Major (RM). In addition to regular duties the RM will perform the following duties:
- (1) Act as POC on all matters pertaining to the lines of operation;
  - (2) Develop the Regimental operations and administrative plan;
  - (3) Develop the improvement plan for the restructuring of the Museum of the Regiment;
  - (4) Develop the plan for the expansion of the PPCLI website;
  - (5) Maintain oversight on all Regimental initiatives to include; the Hamilton Gault Memorial Fund Student Bursary and PPCLI Benevolent Fund;
  - (6) Act as the supervising editor of The Patrician;

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- (7) Act as the Director of the PPCLI Museum;
  - (8) Develop, planning and coordinating Regimental events (Ric-a-Dam-Doo), retirement dinners, VIP funerals);
  - (9) Develop and expand the Veterans Care Cell;
  - (10) Supervise the performance and professional development of all regimental Headquarters personnel.
  - (11) Act as the Regimental Public Affairs Officer;
- c. Regimental Adjutant (R/Adjt). In addition to normal duties:
- (1) Assist the RM in the coordination, preparation and execution of all functions pertaining to the current regimental lines of operation;
  - (2) In conjunction with direction from the RM, the R/Adjt will develop the Regimental Honours and Awards programme;
  - (3) Coordinate, proof and prepare all submissions for the Patrician and quarterly newsletters;
  - (4) Act as the Regimental OPI for the coordination and conduct of the Ric-a-Dam-Doo;
  - (5) Assist in the development of the PPCLI website;
  - (6) Assist in the coordination of delivery of supplies for Operation SMALL PACK;
  - (7) Review, update, amend and promulgate the Regimental Manual for FY 16/17;
  - (8) Maintain the Hamilton Gault Memorial Fund Student Bursary and PPCLI Benevolent Fund;
  - (9) Assist the RM in developing the Regimental operating plan, financial plans, and fundraising proposals;
  - (10) Assist in the development of the PPCLI website;
  - (11) Assist in the planning and delivery of Regimental activities including Exercise RIC-A-DAM-DOO and Regimental Leadership symposiums;
  - (12) Assist the RM in developing the Veterans Care Cell; and

- (13) Perform any other duties as assigned by the RM.
- d. Regimental Museum General Manger. In addition to regular duties the Regimental Museum Curator will perform the following:
- (1) Assist the RM in the improvements to the Museum;
  - (2) In conjunction with the RM, develop a plan that will improve, maximise and advertise more effectively, with view to reaching out to the civilian population;
  - (3) Secure and maintain “The Collections”; and
  - (4) Perform any other tasks as directed by the Regimental Major.
- e. Regimental Warrant Officer (RWO). In addition to regular duties the RWO will perform the following:
- (1) Assist the Regimental Adjutant in the production of the Patrician;
  - (2) Assist in the coordination, development and execution of regimental events including Ric-A-Dam Doo and Leadership Symposiums;
  - (3) Act as the Regimental Cadet Liaison Officer;
  - (4) Work as a facilitator, on benevolence issues, for members of the Regiment;
  - (5) Maintain the Regimental Memorabilia and Regimental Capital Equipment and Stores databases; and
  - (6) Perform any other tasks as assigned by the Regimental Major.
- f. Veterans Care Warrant Officer (VCWO). In addition to regular duties the VCWO will perform the following:
- (1) Assist the RM in developing the expansion plan for the Veterans Care Cell;
  - (2) Produce and maintain a consolidated list of all PPCLI injured, wounded and families of the fallen within the Regiment;
  - (3) Maintain contact with all PPCLI (and affiliated Unit) injured, wounded, veterans, and families of the fallen;
  - (4) Advise the RM on matters of care for PPCLI injured, wounded, veterans and the families of the fallen; and

- (5) Perform any other tasks as assigned by the Regimental Major.
- g. Regimental Data Clerk (RDC). The RDC is responsible for myriad administrative and diverse duties as follows:
- (1) Assist in the familiarisation, orientation and arrival training for incoming personnel;
  - (2) Assist with the preparation of RHQ Public Funds budgets for office supplies, FPL and resource acquisition;
  - (3) Deal with routine requests for information and support from regimental affiliations, liaisons or members within the Regiment;
  - (4) Assist with the administration of the PPCLI gratuity programme;
  - (5) Supervise the organization and administration of the PPCLI RHQ;
  - (6) Establish and maintain a Central Registry for all RHQ correspondence and records;
- h. Regimental Accounts NCO. In addition to regular duties the Regimental Accounts NCO will perform the following:
- (1) Assist the RM and Regimental Adjutant in refining the regimental financial plan;
  - (2) Maintain accounts for all RHQ expenditures and submit monthly reports to the RM for review;
  - (3) Advise the RM on any financial concerns or possible infractions; and
  - (4) Perform any other duties as directed.
- i. Regimental Warehouse (Kit Shop) NCO. In addition to regular duties the Regimental Warehouse (Kit Shop) NCO will perform the following:
- (1) Assist in improving the PPCLI website, specifically the Regimental Warehouse (Kit Shop) accessibility and layout ;
  - (2) Develop a plan that will see the Regimental Warehouse (Kit Shop) advertised to a larger audience including civilian advertising;
  - (3) Research and recommend additions to the kit shop holdings that will promote the Regimental Heritage and accomplishments; and

- (4) Perform any other tasks as directed by the RM.
- j. Regimental Warehouse (Kit Shop) 2IC.
- (1) Filling Orders (Web & Phone);
  - (2) Inventory Management;
  - (3) Website Management;
  - (4) Communications;
  - (5) Administration; and
  - (6) Maintain and update Kit Shop Manual as needed.
- k. Regimental Warehouse (Kit Shop) Sales Assistant.
- (1) Welcomes customers by greeting them; offering them assistance;
  - (2) Advises customers by providing information on products;
  - (3) Helps customer make selections by building customer confidence; offering suggestions and opinions;
  - (4) General store maintenance and cleaning (sweeping, mopping, garbage removal); and
  - (5) Contributes to team effort by accomplishing related results as needed.
- l. Museum Collections Manger. In addition to regular duties the Museum Collections Manager will perform the following:
- (1) the supervision and maintenance of the CFAMS database, which includes the records of accessions, donations, loans, exhibits, insurance, custom matters, artefacts locations and condition;
  - (2) answering enquiries regarding the collections, procedures for donations, income tax exemptions and evaluation of artefacts;
  - (3) the design of two and three dimensional exhibitions and displays, production of sketches and finished artwork as required;
  - (4) the coordination and supervision of design and construction for exhibits and displays;

- (5) the preparation of catalogues, articles and promotional publications related to exhibits and to the Museum's collection in general;
  - (6) posting Museum updates to social media;
  - (7) monitoring the environmental conditions in the Museum;
  - (8) the compilation of clear and accurate records of the Museum's collection, and performing research as required to enhance artefact descriptions;
  - (9) staff and volunteer training in the field of collections management, preventative conservation, exhibit design and public programming ensuring a high standard is maintained;
  - (10) performing administrative duties such as identifying supplies and equipment for purchase; and
  - (11) the supervision of volunteers in the Collections.
- m. Museum Registrar. In addition to regular duties the Museum Registrar will perform the following:
- (1) acquisitions;
  - (2) receiving, appraising, and documenting donations, and determining which portions of a donation go to Collections and which to Archives;
  - (3) identifying and researching objects in the collection, establishing and maintaining catalogue records using the CFAMS program;
  - (4) preparing and documenting loans;
  - (5) packing and shipping of artefacts;
  - (6) inventory control;
  - (7) applying best practices to all Museum administration;
  - (8) conservation and care of the collections;
  - (9) creating, organizing and maintaining the administrative forms, legal documents, files, and retrieval system for all of the above;

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- (10) assisting in Gallery maintenance, exhibit preparation and tear down, and the physical organization of Collections as required;
- (11) supervising the volunteers engaged in Collections activities; and
- (12) maintaining the CFAMS inventory and location file and producing annually, or as required, a condition report including separate additions and deletions reports.



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REGIMENTAL CALENDAR DATES

SERIAL	DATE	EVENT	REMARKS
(a)	(b)	(c)	(d)
1.	Mon 16 May 16	Kit-shop re-opens	
2.	Fri 27 May 16	PPCLI Foundation AGM	TMM Calgary, AB
3.	TBC Jun 16	Kap'young Ceremony	Exact date to be confirmed
4.	Wed Jun 16	School Boot Camp	
5.	Mon 13 Jun 16	Handover of REC Chairmanship between COs 1 and 3 PPCLI	
6.	Wed 15 Jun 16	Kit-shop Grand re-opening	
7.	Wed 15 Jun 16	School Boot Camp	
8.	16 – 24 Jun 16	Karen in Ontario – DHH Project	
9.	Fri 17 Jun 16	3 PPCLI Change of Command	Seated by 1015
10.	Fri 17 Jun 16	156 <sup>th</sup> Regimental Executive Committee Meeting	1400 – 1700
11.	19 – 25 Jun	Military Museums Conference	Calgary – Capt Peabody to attend
12.	Thurs 23 Jun 16	Benefit Concert – Joe Colbourne	TMM
13.	Thurs 23 Jun – Sun 30 Oct	The Art of Command - Gertrude Kearns	Art Show in Founder's Gallery at TMM
14.	Sat 25 Jun 16	Mount Buller Climb	
15.	Mon 11 Jul 16	3 Cdn Div CoC - BGen Eyre to BGen Heatherington	Seated by 0945
16.	Fri 26 Aug 16	Soldier for a Day (SFAD)	Details TBI by 1 PPCLI
17.	Fri 26 Aug 16	Regimental Golf Tournament	Details TBI by 1 PPCLI
18.	Sat 27 Aug-16	Cock o' the Walk	Details TBI by LER
19.	Sat 27 Aug 16	French Grey Ball (FGB) – Fairmont MacDonald	Cocktails: 1800
20.	Sun 28 Aug 16	70 <sup>th</sup> Regimental Guard Meeting	1400 to 1700 at Hotel MacDonald
21.	Mon 29 – Wed 31 Aug 16	Exercise TOUGH CONTENDER	
22.	Thu 01 Sep 16	Exercise MOUNTAIN MAN	
23.	Sat 24 Sep 16	TMM Somme Dinner	Drumline requested

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<b>SERIAL</b>	<b>DATE</b>	<b>EVENT</b>	<b>REMARKS</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
24.	Thu 10 Nov 16	TMM Valour Canada Flame of Remembrance	In Calgary
25.	Fri 11 Nov 16	Remembrance Day	TBC and Dependent Upon Mess Dinner
26.	Fri 25 – Mon 28 Nov 16	COR in Gagetown	
27.	Mon 16 Jan 17	Patrician Submission Deadline	
28.	Mon 23 – Fri 27 Jan 17	Ex STRONG CONTENDER	
29.	Sun 29 Jan 17	157 <sup>th</sup> Regimental Executive Committee Meeting	Start Time: 1300
30.	Mon 30 Jan – 02 Feb 17	Exercise RIC-A-DAM-DOO 2017	
31.	Fri 10 Feb 17	Madame Clarkson's Birthday	
32.	Tue 14 Feb 17	Lady Patricia's Birthday	
33.	08 – 22 or 25 May 17	Battlefield Tour	Conducted by STI. Professors Delaney and Loveridge

Appendices:

- Appendix 1 – Regimental Sync Matrix
- Appendix 2 – COR Travel FY 16-17
- Appendix 3 – C-in-C Travel FY 16-17

REGIMENTAL SYNC MATRIX

Exercise		Course		Assigned Task		ComRel		Unit Activity		Holiday																						
<b>January 2016</b>																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
																							1 CMBG Officer Mess Dinner		REC 155		Ex STRONG CONTENDER (Edm)					
																							COR visit to REC 155		REC 155		Ex STRONG CONTENDER (Edm)					
																							1 CMBG Officer Mess Dinner									
<b>February 2016</b>																																
32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62		
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	1	2		
														F A M I L Y D A Y		CA Council (Edm)												Guard 69				
														PPCLI		PPCLI		CA Strat Planning Session (Edm)												Lady Patricia's Birthday		
														PPCLI		1 CMBG HQ Business Lunch		PPCLI												CinC Mme Clarkson's Birthday		
																												COR visit to Guard 69				
																												Guard 69				



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June 2016																															
153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182		
Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
																			3 PPCLI CoC (TBA)				1 CMBG CoC (TBA)								
																			COR visit to 3 PPCLI CoC				COR visit to 1 CMBG								
July 2016																															
183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	
Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
CANADA DAY								Calgary Stampede 2016							Edmonton K-Days 2016																
								3 Cdn Div CoC																							
							3 Cdn Div CoC																								
August 2016																															
214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	
Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
								PPCLI				PPCLI				COR and CinC visit to FGB and Regimental Guard 70				French Grey Ball 2016 SFAD FGB Guard 70 Golf				Regimental Foundation Golf Tourney							
								Regimental BD				Regimental BD				Soldier for a Day				French Grey Ball 2016 SFAD FGB Guard 70 Golf				Regimental Guard 70							

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September 2016																														
245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	
Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

  

October 2016																														
275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305
Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

  

November 2016																														
306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	
Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

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December 2016																																								
336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366										
Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
Silly Week							3 PPCLI Ex MENTON DAYS																																	
							COR visit to 2 PPCLI																																	
January 2017																																								
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
																					REC 157										RADD 2017									
																					Ex STRONG CONTENDER 2017										COR visit to REC 157									
																					REC 157										RADD 2017									
																					Ex STRONG CONTENDER 2017										COR visit to RADD 2017									
February 2017																																								
Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28													
RADD 2017																																								
RADD 2017																																								
							PPCLI										CinC Mme Clarkson's Birthday																							
							PPCLI										CinC Mme Clarkson's Birthday																							
							PPCLI										Lady Patricia's Birthday																							
							PPCLI										Lady Patricia's Birthday																							
March 2017																																								
Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										

COLONEL OF THE REGIMENT TRAVEL FY 16-17

Serial	Calendar date	Event	Location	Remarks
	(a)	(b)	(c)	(d)
1.	13-15 or 21-23 Apr 16	COR visit to Ex PROMETHEAN RAM.	Wainwright, AB	Bn Visit timings TBC
2.	28 Apr-1 May 16	COR attendance at the Association AGM.	CFB Esquimalt, BC	
3.	5-7 Jun 16	COR visit to D-Day Ceremony, Siffleur Falls.	David Thompson Resort, AB	Hwy 11 west of Nordegg AB LG Alberta in attendance
4.	17 Jun 16	COR visit to REC 156.	CFB Edmonton, AB	
5.	17 Jun 16	COR attendance at 3 PPCLI Change of Command.	CFB Edmonton, AB	
6.	Jun 16	COR attendance at the 65 <sup>th</sup> Anniversary of the Battle of Kapyong.	Tofino, BC	ETA in Tofino D-1
7.	26 & 27 Aug 16	COR visit to French Grey Weekend: Golf Tournament; Cock O' the Walk; SFAD (TBC); and Guard Meeting 70.	CFB Edmonton, AB	
8.	Sep/Oct 16	COR visit to Op REASSURANCE.	Poland	TBC
9.	11 Nov 16	COR attendance at Remembrance Day Comox.	Comox, BC	
10.	28 Nov – 2 Dec 16	COR visit to French Grey Bn, CTC Gagetown	CFB Gagetown, NB	Inf School DP 1.2 Grad 29 Nov 16
11.	6-8 Dec 16	COR visit to 2 <sup>nd</sup> Bn Soldier's Christmas Dinner and Bn Hockey.	Shilo, MB	
12.	28-29 Jan 17	COR visit to REC 157.	CFB Edmonton, AB	
13.	30 Jan – 2 Feb 17	Ex RIC-A-DAM-DOO 2017	CFB Edmonton, AB	
14.	Feb 17	COR visit to Regimental Guard 71.	Ottawa, ON	
15.	Jun 17	COR attendance at 2 PPCLI Change of Command.	Shilo, MB	



Appendix 3 - Annex B to  
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COLONEL-IN-CHIEF TRAVEL FY 16-17

<b>Serial</b>	<b>Calendar date</b>	<b>Event</b>	<b>Location</b>	<b>Remarks</b>
	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
1.	28 Apr-1 May 16	C-in-C attendance at the Association AGM.	CFB Esquimalt, BC	
2.	27 & 28 Aug 16	C-in-C visit to French Grey Weekend	CFB Edmonton, AB	Will attend dinner only

**RESOURCE REQUIREMENTS**

1. RHQ is currently dependent upon 1 PPCLI for the acquisition of resources such as IS and some forms PP&S in support to general office operation and administration. Aside the usual daily routine items, a separate line item within the Regimental General Fund was set aside allowing \$6,000 in expenditure for items outside conventional military commodities, an example being rental of a photocopier and other PP&S consumables outside the scope of 1 PPCLI funds. There still remain other supplies that RHQ has need of, and these are covered in the table below:

Serial	Item	Cost
	(a)	(b)
1.	Upgrade 2 RHQ computers and one lap top to include software	\$3000
2.	New internet router and internet service	\$200 and monthly cost
3.	Complete the main office rebuild to ensure all desks and office is the same, professional looking	\$
4.	3 kit shop/accounts computers and server	\$3500
5.	Repair of kit shop floor	Complete as of Jun 16
6.	Kit shop remodel to include new desk. Warehouse shelving for stores and a desk	\$
7.	Upgrade vehicle flag holders and pennants	\$
8.	New aiguillettes	\$
9.	Gault Park vehicle covers	\$
10.	Bubble mailing envelopes sizes 0, 1, 2, 5, 7 box of 100 of each	\$
11.	3/16 Bubble wrap for mailing 12” x 175M rolls x 5	\$
12.	Avery Durable Slate D-Ring 1" Binders x 100	\$
13.	Avery Clean Cut Business Card Code 55871 x 10 packages	\$
14.	Shipping Cube boxes sizes: 8x8x8, 10x10x10, 12x12x12 100 of each size	\$
15.	Power drill and complete drill bit set Socket set 0 – 1 inch in size	\$250

## REGIMENTAL FINANCIAL PLANS

1. The Regimental Headquarters Financial Plan is broken down into five key areas as follows:
  - a. The General Fund. The General Fund is the "private monies" of the Regiment. Monies are derived from contributions to the Regimental Fund by members of the Regiment, private donations, ticket sales for the French Grey Ball, and advertising for The Patrician, the annual Regimental Journal. There is no transfer of funds from the Warehouse Fund, the Museum Fund, or Public Funds to the General Fund, with the exception of funding to pay for the Outreach Coordinator, a contracted position.<sup>1</sup> The General Fund is controlled by the Regimental Executive Committee, managed by the Regimental Major on behalf of the REC, and used for financial transactions that may not be supportable under the NPP Accountability Framework.
  - b. The Warehouse Fund. The warehouse fund is NPP, and consists of all the monies devoted to maintaining warehouse operations. Revenue is derived from profits on sales of merchandize. Monies from the Warehouse Fund are not transferred to the General Fund.
  - c. The Museum Fund. Museum funds are NPP, derived from three main sources: grants from Directorate History and Heritage (DHH), transfers from the General Fund, and grants and donations from other entities. DHH grants are Public Funds that become NPP funds when donated, and are encumbered; DHH grants must be used as granted and cannot be re-assigned without approval from DHH. With the exception of funding for the Outreach Coordinator, monies from the Museum Fund are not transferred to the General Fund, but the General Fund contains a line item to cover transactions that may not be permitted under NPP policies. DHH funds are used to pay for a contracted Archivist, the Outreach Director, improvements to storage facilities and displays, but DHH policy specifically prohibits the using DHH funds to acquire artefacts for the museum collection.
  - d. Public Funds. RHQ draws Public Funds from two sources: monies included in the budget of First Battalion PPCLI specifically designated as support to regimental activities, and monies assigned by the Army to support travel for the Infantry Branch Managers. The First Battalion budget is controlled by the DCO of First Battalion, and the Army funds are controlled at Army HQ. RHQ requests funds for travel as required for the Colonel of the Regiment,

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<sup>1</sup> The Outreach Coordinator position is jointly funded by the grants from the Directorate of History and Heritage (DHH) and Alberta Culture. The funding from DHH is held in the Museum Fund, while the grant from Alberta Culture is held in the General Fund. A cheque to pay for the contractor is cut from the General Fund each month, and money is transferred from the Museum Fund to cover half the amount. While somewhat convoluted, this process allows RHQ to clearly trace the flow of funds from the donor agencies to the contractor.

Annex D to  
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the Regimental Colonel in his capacity as a Branch Director, and RHQ staff supporting this travel as aides and drivers. Public Funds are not transferred to the General Account.

- e. Investment Funds. Managed by an independent fund manager, and composed of monies donated by individuals, corporations, and other private donors, the investment funds are used to provide benevolent grants and loans and as a vehicle to save monies to fund the 125th Anniversary Commemoration.

2. Greater detail on each of these accounts is given in the attached appendices.

Appendices:

[Appendix 1 - General Fund](#);  
[Appendix 2 - Warehouse Fund](#);  
[Appendix 3 - Museum Fund](#);  
[Appendix 4 - RHQ Public Funds](#); and  
[Appendix 5 - Investments](#).

Appendix 1 - Annex D to  
7000-4 (RM)  
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General Fund				
Income		Item	Amount	Year to Date
		Annual Voluntary Contributions	\$180,000.00	
		Patrician Advertising and Sales	\$15,000.00	
		French Grey Ball	\$30,000.00	
		Grants	\$30,000.00	
		Donations	\$10,000.00	
		Balance Forward	\$36,000.00	
		Charged to Museum Fund	\$30,000.00	
Operating Expenses	Sub-Fund			
	GF001	Transfer to Contingency Fund	-\$3,000.00	
	GF 002	Transfer to Museum Fund	-\$60,000.00	
	GF 003	Transfer to Benevolent Fund		
	GF 004	Transfer to Legacy Fund	-\$6,000.00	
	GF 005	C-in-C Travel	-\$15,000.00	
	GF 006	Donor Recognition	-\$35,000.00	
	GF 007	Community Relations Coordinator	-\$12,000.00	
	GF 008	French Grey Ball	-\$34,500.00	
	GF 009	Regimental Meetings	-\$3,000.00	
	GF 010	Drum Line Support (non-Public Funds items)	-\$1,000.00	
	GF 011	Imjin Hockey Game	-\$1,000.00	
	GF 012	Korean Bursaries	-\$2,000.00	
	GF 013	Bank Charges	-\$2,500.00	
	GF 014	Equipment Purchases	-\$2,000.00	
	GF 015	Office Supplies	-\$6,000.00	
	GF 016	Postage	-\$2,500.00	
	GF 017	Telephone	-\$500.00	
	GF 018	Travel	-\$3,000.00	
	GF 019	Staff Training	-\$2,000.00	
	GF 020	Audit Fees	-\$7,000.00	
	GF 021	Insurance	-\$2,000.00	
	GF 022	Special Projects	-\$3,000.00	
	GF 023	Museum Support (non-NPP items)	-\$37,500.00	
Extraordinary Expenses	GF 024	Legal Fees	-\$10,000.00	
	GF 025	COR Portrait	-\$2,000.00	
	GF 026	CRA Reimbursement	-\$10,000.00	
	GF 027	Lindisfarne	-\$32,000.00	
<b>Total</b>			\$36,500.00	

Appendix 2 - Annex D to  
7000-4 (RM)  
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Warehouse Fund				
Income		Item	Amount	Year to Date
		Sales	\$600,000.00	
		Balance Forward	\$30,000.00	
		Cost of Goods Sold	-\$430,000.00	
Operating Expenses	Sub-Fund			
	WF001	Bank Charges	-\$13,000.00	
	WF 002	Audit Fees	-\$7,000.00	
	WF 003	IT Purchases	-\$20,000.00	
	WF 004	Software Support	-\$5,600.00	
	WF 005	Bad Debts	-\$250.00	
	WF 006	Advertizing and Promotion	-\$2,000.00	
	WF 007	Medal Mounting Supplies	-\$2,000.00	
	WF 008	Product Research and Development	-\$800.00	
	WF 009	Postage	-\$775.00	
	WF 010	Shop Upgrades	-\$1,500.00	
	WF 011	Staff Training	-\$2,500.00	
	WF 012	Equipment Repairs and Maintenance	-\$1,000.00	
	WF 013	Travel	-\$3,000.00	
	WF 014	Road Sales	-\$1,000.00	
	WF 015	Web-site Maintenance	-\$1,000.00	
	WF 016	Cash Over and Short	-\$50.00	
	WF 017	Public Presentations and Displays	-\$5,000.00	
	WF 018	Support to ERE	-\$5,000.00	
	WF 019	Support to Battalions	-\$1,500.00	
Extraordinary Expenses				
	WF 020	Soldier's Manual	-\$4,000.00	
	WF 021	Edmonton Garrison Memorial Golf Course	-\$25,000.00	
	WF 022	Patrician	-\$40,000.00	
	WF 023	Monument Maintenance	-\$2,000.00	
<b>Total</b>			\$56,025.00	

Appendix 3 - Annex D to  
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<b>Museum Fund</b>				
<b>Income</b>		<b>Item</b>	<b>Amount</b>	<b>Year to Date</b>
		DHH Museum Development Funds (current year)	\$76,000.00	
		Association Grant	\$10,000.00	
		Balance Forward DHH Development Funds	\$95,000.00	
		Transfer from General Fund	\$60,000.00	
<b>Operating Expenses</b>	<b>Sub-Fund</b>			
	MF 001	Archivist	-\$60,000.00	
	MF 002	Outreach Coordinator	-\$60,000.00	
	MF 003	Audio-Visual Maintenance Contract	-\$6,000.00	
	MF 004	Staff Training	-\$2,500.00	
	MF 005	Office Expenses	-\$1,000.00	
	MF 006	Telus Wireless in Gallery	-\$900.00	
	MF 007	Access To Memory (AtM) Web Hosting	-\$1,800.00	
	MF 008	Internet Charges	-\$1,500.00	
	MF 009	Archives and Collections Supplies	-\$3,000.00	
	MF 010	Summer Student	-\$14,000.00	
	MF 011	Membership Fees	-\$1,000.00	
	MF 012	Volunteer Recognition	-\$1,500.00	
<b>Extraordinary Expenses</b>				
	MF 013	Mitchell Medals		
	MF 014	Project G15.4 Manniquins	-\$8,000.00	
	MF 015	Project C15.6 Storage Lockers	-\$52,731.00	
	MF 016	Project C15.1 Hall of Stones	-\$5,600.00	
	MF 017	Project G15.1 Vickers and Mortar Display	-\$8,000.00	
	MF 018	Grandfather Clock Restoration	-\$2,500.00	
	MF 019	Collections Appraisal		
	MF 020	Medals Displayn Revitalization	-\$6,000.00	
<b>Total</b>			\$4,969.00	

Appendix 4 - Annex D to  
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Public Funds				
Income		Item	Amount	Year to Date
		Support to Branch Activities	\$10,000.00	
		Support to Regimental Functions (1 PPCLI)	\$55,000.00	
<b>Operating Expenses</b>				
	Sub-Fund			
	PF 001	COR Travel	-\$15,000.00	
	PF 002	Support to COR Travel	-\$5,000.00	
	PF 003	Support to C-in-C Travel	-\$5,000.00	
	PF 004	RHQ Travel	-\$4,000.00	
	PF 005	Support to Regimental Activities	-\$2,500.00	
	PF 006	Regimental Colonel Travel	-\$1,500.00	
	PF 007	Warehouse Support	-\$5,000.00	
<b>Extraordinary Expenses</b>				
	PF 13			
	PF 14			
<b>Total</b>			\$27,000.00	



Appendix 5 - Annex D to  
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<b>Investment Funds</b>			
<b>Income</b>		<b>Fund</b>	<b>Amount</b>
		Transfer from General Fund to Legacy Fund	\$6,000.00
		Benevolant Fund	
		Korean Fund	
		Transfer from General Fund to Contingency Fund	\$3,000.00
<b>Estimated Present Value</b>	<b>Sub-Fund</b>		
	IF 001	Legacy Fund	\$181,258.00
	IF 002	Benevolant Fund	\$152,646.00
	IF 003	Korean Fund	\$1,058.00
	IF 004	Contingency Fund	\$49,697.00
<b>Total Estimated Present Value</b>			\$393,659.00

Annex E to  
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RECAPITALIZATION AND FORWARD PLANNING LIST

<b>SERIAL</b>	<b>PRIORITY</b>	<b>ITEM</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
1.	1.	Upgrade 2 RHQ computers and one lap top to include software New internet router and internet service Repair of kit shop floor Kit shop remodel to include new desk. Warehouse shelving for stores and a desk. 3 kit shop/accounts computers and server
2.	2.	Upgrade vehicle flag holders and pennants. New aiguillettes. Gault Park vehicle covers.
3.	3.	Bubble mailing envelopes sizes 0, 1, 2, 5, 7 box of 100 of each 3/16 Bubble wrap for mailing 12InchX 175M rolls x5 Avery Durable Slate D-Ring 1" Binders x 100 Avery Clean Cut Business Card Code 55871 x 10 packages Shipping Cube boxes sizes: 8x8x8, 10x10x10, 12x12x12 100 of each size Power drill and complete drill bit set Socket set 0 – 1 inch in size
4.	4.	Complete the main office rebuild to ensure all desks and office is the same, professional looking

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