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Regimental Manual

of

Princess Patricia’s Canadian Light Infantry

Colonel-in-Chief

The Right Honourable Adrienne Clarkson, PC, CC, CMM, COM, CD

Colonel of the Regiment

Brigadier-General V.W. Kennedy, OMM, MSM, CD (Retired)

Founder and first Colonel of the Regiment

The late Brigadier A. Hamilton Gault, OBE, DSO, ED, CD

Allied with

The Rifles

The Royal Australian Regiment

2018
This manual is published for members of Princess Patricia’s Canadian Light Infantry by Regimental Headquarters under the authority and with the approval of the Regimental Executive Committee.

Its purpose is to consolidate and make readily available to all members of Princess Patricia’s Canadian Light Infantry, and new senior Non-Commissioned Officers and junior officers in particular, information, policies and guidance on Regimental matters.

Except for the Regimental Constitution and Bylaws, which may only be amended by the Regimental Guard with acknowledgement from the Colonel of the Regiment, amendments to these orders will only be authorized by the Regimental Executive Committee.

This manual supersedes the Regimental Manual dated December 2013.

This document may be viewed on the Regiment’s website at www.ppcli.com. Amendments will be done to the document on the web page annually.

Original Signed
D. D. Prohar
Lieutenant-Colonel
Chairman Regimental Executive Committee

Editors
Regimental Major
And
Regimental Adjutant
Princess Patricia’s Canadian Light Infantry
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CHAPTER 1

REGIMENTAL ORGANIZATION AND GOVERNANCE

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B. Queen’s Regulations and Orders (QR&O) 3.06  
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GENERAL

1. The name “Princess Patricia’s Canadian Light Infantry” is used in connection with a number of different entities: the three battalions, the wider group of Extra-Regimentally Employed (ERE) members, and retired members supporting the efforts of those still serving. The Regular Battalions are established as individual line units and are designated operational units of the Canadian Forces. These three battalions are grouped together to form the Regiment known as Princess Patricia’s Canadian Light Infantry. The “Regiment” is neither a unit nor an entity within the Armed Forces order of battle. It is not in the chain of command, nor does it have a single Regimental commander. The term “Regiment” refers to the serving component: our three Regular Force Battalions, our Regular Force personnel who are Extra-Regimentally Employed, our soldiers who have re-mustered to other Canadian Armed Forces occupations, and the Loyal Edmonton Regiment (4 PPCLI), an Army Reserve unit. The term "Regimental Family" refers to serving and retired members of the Canadian Armed Forces (CAF) posted to PPCLI battalions or Battle Groups (including reservists and support trades), members of the Loyal Edmonton Regiment (4 PPCLI), Titular and Honorary Patricias as defined in Annexes B and C to this chapter, members of affiliated Cadet Corps, and their respective families.

2. The three Regimental Entities are the serving component, the PPCLI Association and the PPCLI Foundation. Therefore, the unofficial but popular motto “Once a Patricia, Always a Patricia” reflects the family spirit that exemplifies service within the Regiment. The Regimental Family assists in generating cohesion amongst the members of the Regiment in order to support our members throughout their military careers and in the inevitable transition back to civilian life. While it is a truism that all soldiers eventually leave the Army, membership in the Regiment is for life.

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1 Details on these organizations can be found at the following websites: ppcli.com, which links to the remaining two websites, ppcliassoc.ca, and pplcifoundation.ca
AUTHORITY

3. The Regiment exists pursuant to the Report of the Committee of the Privy Council of Canada, PC 2112, 14 August 1914. This document establishes the legal basis for the Regiment; a copy is attached as Annex A.

4. The Regimental Council, which comprises the governing body of the Regiment, exists under the authority vested in the Colonel of the Regiment (COR), as described in QR&O, Volume 1, Chapter 3, Article 3.06 and CFAO 3-4. Detailed Terms of Reference for the COR are found in paragraph 30 of this chapter.

5. The Regimental Manual is issued under the authority of the Regimental Guard.

6. The following orders and instruction detail the rules for Regimental administration:
   a. The National Defence Act;
   b. The Queen’s Regulations and Orders of the Canadian Forces;
   c. Canadian Forces Administrative Orders;
   d. Defence Administrative Orders and Directives;
   e. Canadian Army Orders;
   f. Non-Public Funds Directives;
   g. All other instructions from a superior authority in the military chain of command; and
   h. All other resolutions adopted by the Regimental Council.

REGIMENTAL DESIGNATION

7. The designation of the Regiment is Princess Patricia’s Canadian Light Infantry. The authorized abbreviation is PPCLI.\(^2\) The term “Patricia’s” is commonly used as a short title for the Regiment. Careful note of the correct use of the apostrophe should be made when referring to the Regiment or to a group of two or more soldiers from the Regiment. When referring to the Regiment as an entity, the correct term is “Patricia’s” as in “the Patricia’s have an honourable history.” A soldier in the Regiment is commonly referred to as a “Patricia” and it follows that two or more soldiers would be referred to as “Patricias” as in “three Patricias won the Victoria Cross.”

\(^2\) It should be noted that the word “The” is not used in the official designation, nor are periods used while using the abbreviation, “PPCLI.”
8. Although the Regiment bears the name “Light Infantry,” it has never been organized or equipped solely in the traditional light infantry manner. The designation was chosen by the Founder, Alexander Hamilton Gault, to reflect the “irregular force” of his original idea, and captured the traditional philosophy of light troops, that of the “fighting, thinking soldier” epitomized by the original members and carried on by the Regiment ever since.

ORGANIZATION

9. **Regimental Members.** The members of the Regiment are grouped into four categories as follows:

   a. **Serving Members.** This includes all Officers, Warrant Officers and Non-Commissioned Members of Princess Patricia’s Canadian Light Infantry and the Loyal Edmonton Regiment (4 PPCLI) who are serving in the Regular or Reserve Force. All serving personnel who have been posted to a PPCLI Battalion in a support role or have re-mustered to a new trade or classification are considered part of the extended Regimental family. Officers and cadets of Royal Canadian Army Cadet Corps affiliated with or supported by a PPCLI battalion are also considered part of the extended Regimental family.

   b. **Retired Members.** All serving members who are honourably released or retired from the Canadian Forces are considered retired members and are encouraged to become members of the PPCLI Association. The Association was incorporated on 1 September 1953 as an independent entity and is bound by its own Constitution and By-Laws. The President of the PPCLI Association serves as a member of the Regimental Guard, the Regimental Senate, and the Regimental Executive Committee (REC) in order to provide a policy link between the serving and retired components.

   c. **Titular Members.** Upon the approval of the Regimental Guard and the concurrence of the COR, certain citizens may be invited to become members of the Regiment by virtue of their position in public life. The appointment is maintained only while the incumbent holds his or her particular public office. RHQ will maintain a list of public offices whose incumbents may be considered for such an appointment. This list may be amended from time to time by the REC as approved by the Guard. The list is contained in Annex B to this chapter.

   d. **Honorary Patricias.** From time to time, certain citizens who have displayed long-standing and unsolicited support of the Regiment may be honoured by receiving invitations to become life members of the Regiment. These members shall be referred to as Honorary Patricias. This honour will be bestowed only in exceptional circumstances and after the recommendation of the REC, the concurrence of the Regimental Guard and the approval of the COR in consultation with the Colonel-in-Chief (C-in-C). Titular Patricias may be considered for appointment as Honorary Patricias upon leaving their public offices. A record of honorary members is maintained in Annex C to this chapter.

10. Activities of the Regiment are supported by three Regimental Entities, designated as the Serving Component, the PPCLI Association, and the PPCLI Foundation. Guidance and direction
is given by the Regimental Council, which is in turn composed of individual appointments and organizations, each with specific duties and responsibilities.

11. The Regimental Council. The Regimental Council spans the serving and retired components, and consists of the C-in-C, the COR, the Guard, the REC, Regimental Headquarters, and all serving and retired Chief Warrant Officers and officers of the rank of LCol and above. The purpose of the Regimental Council is to direct, manage, and administer the private regimental affairs. This includes:

   a. maintaining Regimental esprit among all serving members, and in conjunction with the PPCLI Association, all past serving members of the Regiment;
   b. preserving historical items, customs and traditions of the Regiment;
   c. furthering Regimental identity through support of existing units of the Regiment and the PPCLI Association; and
   d. conducting all other activities of a Regimental character.

12. The organization of the Regimental Council is detailed below, with the diagram at Figure 1 for clarity:

   a. The Colonel-in-Chief (the titular head of the Regiment);
   b. The Colonel of the Regiment;
   c. The Senior Serving Patricia;
   d. The PPCLI Regimental Senate;
   e. The PPCLI Regimental Guard;
   f. The PPCLI Regimental Executive Committee (REC); and
   g. The PPCLI Regimental Headquarters (RHQ).
13. **The Serving Component.** The Serving Component comprises all members on active duty within the Canadian Armed Forces, including ERE and re-mustered members. The organization of the serving component of the Regiment can be further broken down into operational and regimental components:

   a. **Operational.** The operational organization of the Regiment consists of four battalions: 1 PPCLI, 2 PPCLI, and 3 PPCLI are Regular Force units, and the Loyal Edmonton Regiment (4 PPCLI), is a Reserve Force unit. These units respond exclusively to the designated operational chain of command.

   b. **Regimental.** For the conduct of regimental activities, including career management, the serving component of the Regiment is managed by the three Commanding Officers of the battalions and the ERE representatives, who assist the Regimental Colonel in managing careers or ERE members. The ERE structure also supports Regimental activities such as Regimental Day, the Imjin Challenge Hockey Game, and visits by the Colonel of the Regiment. Names of ERE representatives are published annually in *The Patrician*, the Regimental yearbook. The Regimental career management function does not extend to the LER; career management for members of the LER is conducted exclusively by the LER chain of command.

14. **PPCLI Association.** The Association supports the retired members of the Regimental Family, focusing on support to serving and non-serving members in the form of bursaries, counselling, and referral services, and financial assistance to injured or disabled veterans. In
addition, the Association supports the PPCLI Museum, located in Calgary, and monitors the various monuments and memorials, across Canada and overseas. The activities of the retired component of the Regiment are co-ordinated by the PPCLI Association and are governed by its Constitution and by-laws. A copy of the constitution of the Hamilton Gault Memorial Fund (HGMF) is attached as Annex D. The charitable objectives of the HGMF are to:

a. receive donations and hold in absolute trust such donations, subject to the direction of the donor(s) and use such funds or income, as the case may be, for the charitable purposes and activities below;

b. make disbursements for the purpose of maintaining the collection of the Regimental Museum and Archives, includes maintenance of Frezenberg Memorial;

c. offer bursaries for educational advancement for former members or serving members of the Regiment, their families and members of Cadet Corps affiliated with the PPCLI, to achieve a higher level of academic or technical education;

d. budget annually a fixed sum to the Royal Canadian Army Cadet League in support of Army Cadet Corps affiliated or sponsored by the Regiment, as approved by the Board of Trustees;

e. provide counselling service at regional centres to members who suffer from “Post Traumatic Stress Disorder” (PTSD) or other service related illnesses, and provide referrals to appropriate social, medical and legal agencies; and

f. to develop and maintain various Regimental memorials as approved by the Board of Trustees.

15. The PPCLI Foundation. The Foundation is the fund-raising arm of the Regimental Family, and focusses on engaging individual and corporate stakeholders to ensure that regimental projects are adequately funded and supported. The charitable objectives of the PPCLI Foundation are as follows:

a. to fund and carry out activities and programs to support and care for Canadian military service personnel and former military service personnel in need;

b. to promote the efficiency of the Armed Forces of the Crown;

c. to fund and carry out activities and programs to establish and preserve monuments relating to military service by Canadian soldiers and service personnel; and

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3 Also referred to as Operational Stress Injuries (OSI).

4 The PPCLI Foundation is chartered under a Deed of Trust, registered in the Province of Alberta. A copy is included as Annex E.
d. to make donations to qualified donees.

16. The activities of the three Regimental Entities are coordinated by the Regimental Steering Committee (RSC), which consists of the Colonel of the Regiment and the Presidents of the Regimental Guard, the Association, and the Foundation.

17. Each Regimental Entity has its own constitution and by-laws. In addition, because the Serving Component conducts business both as a charitable organization, under the official name PPCLI Fund (colloquially, the Patricia Fund), and as a Non-Public Property organization, under the name PPCLI Regimental Fund, the Serving Component has two constitutions and two sets of by-laws.  

18. **Regimental Steering Committee (RSC).** The RSC is the senior policy-making body for the Regimental Family. Meeting as required, the RSC shall coordinate the activities of the Serving Component, the Association, and the Foundation.

19. **Terms of Reference.** The RSC a coordinating body that harmonizes and synchronizes activities across the Regimental Family. The Steering Committee is responsible to the Colonel of the Regiment for ensuring that the activities of the three Regimental Entities (the Association, Foundation, and Serving Component) support approved Regimental activities. Where two or more Regimental Entities are involved in a Regimental activity, when necessary the Steering Committee defines the supported/supporting relationships and ensures that tasks are defined and responsibilities are clearly articulated.

20. **Tenure.** Membership in the RSC shall be for the duration of their tenure as COR and as President of their respective organizations.

21. **Meetings.** Meetings of the RSC shall be held when required, as determined by the members.

22. **Conduct of Business.** The conduct of the regimental activities of the serving component will adhere to the following policy themes:

   a. all regimental policies, activities, plans, and projects shall be in keeping with the stated aims, purpose and objectives of the Regiment as approved by the Regimental Guard;

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5 See annexes F and G for references.

6 The “Regimental Family” consists of all serving members, members of support trades posted to Patricia battalions, members re-mustered to other occupations, retired members, the members of the Loyal Edmonton Regiment, the officers and cadets of affiliated Royal Canadian Army Cadet Corps, Honorary and Titular Patricias, and their respective families.

7 E-mail 02 Nov 16 from Maj Innis to LGen (ret’d) Kent Foster and LCol (ret’d) Mike Austdal. Copy attached as Annex H.
b. all policies and activities of the Council shall be in compliance with all Department of National Defence regulations, civil legal requirements and generally accepted norms of propriety for the conduct of business; and

c. sound management practices shall be followed to protect the interests of all members.

23. **Regimental Strategy.** The Regiment’s strategic planning is governed by the framework of the Regiment’s vision, mission and objectives listed below. The strategy is detailed in the Regimental Strategy, which is managed by the Regimental Guard through the office of the Vice-President (Strategy) and updated periodically.

**REGIMENTAL VISION**

24. Princess Patricia's Canadian Light Infantry is a proud, confident Regiment with outstanding leadership, strong discipline and highly developed military skills that enable it to fight and win on the battlefield of today and tomorrow. Our success and legacy are underpinned by operational excellence and a strong regimental family focussed on supporting and maintaining cohesion amongst serving and retired members and their families.

**REGIMENTAL MISSION**

25. To provide an excellent infantry Regiment for service to Canada.

**REGIMENTAL OBJECTIVES**

26. The following are the Regimental Objectives:

   a. **Objective One - Proficiency.** To enable Battalion Commanding Officers to set and maintain the highest standards of unit proficiency, capability, and combat effectiveness.

   b. **Objective Two - Leadership Development.** To identify and develop the leadership potential of all ranks of the Regiment for the benefit of the individual, the Regiment, the Canadian Armed Forces, and Canada.

   c. **Objective Three - Regimental Family.** To develop and maintain cohesion and a strong sense of regimental pride and *esprit-de-corps* amongst all members of the Regiment.

   d. **Objective Four - History and Traditions.** To record and perpetuate the Regiment’s history, customs and traditions.

   e. **Objective Five - Image and Identity.** To own and project a strong and positive professional image of the Regiment throughout the Canadian Armed Forces and Canada.

   f. **Objective Six - Benevolence.** To foster the well-being of all members of the Regimental Family.
g. **Objective Seven - Effective Governance.** To maintain a relevant and adaptable Regimental structure to facilitate the efficient conduct of Regimental and Corps business, to develop long term plans and goals to support Regimental objectives, and to effectively execute the day-to-day operations of the Regiment.

27. **Planning Cycle and Staff Procedures.** Within the normal planning cycle, the Regimental Guard will normally meet twice a year, in January and June. The Guard will deal with policy issues and assign tasks for the serving component for the upcoming year, usually in the first meeting of the year. At the second meeting, the Guard will confirm the annual Operating Plan as prepared by RHQ and give final approval to the plans developed by the REC.

28. The REC will meet in March and August, allowing separation from the Guard meetings in order to respond to Guard direction. RHQ will produce an annual Operating Plan for the March meeting that will be back-briefed to the Guard in the June meeting.

29. All meetings of the Guard and REC will be formally conducted. Minutes will be recorded, approved by the respective chairman and distributed to all members. Regimental business that cannot wait until the next meeting can be conducted secretarially. All such business will be recorded in the minutes of the next meeting.

**DUTIES AND RESPONSIBILITIES**

30. The following paragraphs provide details of each component of the Regimental Council, defining the various types of Regimental members and providing instructions for the conduct and recording of meetings held by various Regimental bodies.

31. **Colonel-in-Chief (C-in-C).** The C-in-C is an honorary appointment and is the titular head of the Regiment. The authority to appoint a C-in-C is detailed in CFAO 3-4. In accordance with CFAO 3-4, the C-in-C position is a lifetime appointment.

32. **Selection Procedure.** At the 37\textsuperscript{th} meeting of the Regimental Guard, held 31 August 1997, the Guard established the following appointment criteria for considering candidates for the appointment of Colonel-in-Chief:\(^8\)

   a. the candidate must be female;

   b. the candidate must not be a C-in-C for another Regiment but must be exclusively Patricia;

   c. the candidate must have relevance to the Regiment;

   d. although not a stated criterion, it is understood that if not a member of the Royal Family, the candidate must be able to receive special permission from the monarch to allow appointment; and

\(^8\) Minutes of Guard 37.
important but not essential criteria also include: record of public or military service, availability, age, and connection to Canada.9

33. A list of serving and past Colonels-in-Chief is contained in Chapter Two, History and Heritage.

34. Colonel of the Regiment (COR). Within the Canadian Armed Forces, the policies governing the appointment and tenure of office of the COR are set out at Annex C to CFAO 3-4. The appointment of COR PPCLI is normally restricted to former officers of Princess Patricia's Canadian Light Infantry who have held the rank of Colonel or above on retirement from the Canadian Armed Forces. The Minister of National Defence is the approving authority for appointment and the CDS is the approving authority for an extension of tenure.

35. Role. The COR is the senior member of the Regimental Council and as such provides guidance and advice through the Regimental Guard on matters affecting the perpetuation and well-being of the Regiment. The COR is the main contact for regimental matters with the C-in-C, senior retired Patricias and Honorary Patricias.10

36. Responsibilities. The responsibilities of the COR include:

a. providing guidance and advice to the Regimental Guard on matters affecting the history, perpetuation and long term well-being of the Regiment;

b. promoting the welfare of the Regiment by engaging in various activities that benefit the Regiment, build and develop community support;

c. maintaining contact with the C-in-C on Regimental matters;

d. maintaining communications with senior retired Patricias, spouses of former CORs and Honorary Patricias on Regimental matters;

e. on request, attending Regimental ceremonial and operational activities;

Details of the selection criteria and procedure are contained in Guard Directive 008, Colonel-in-Chief Succession (limited distribution).

Terms of Reference for a COR from CFAO 3-4:

a. fostering esprit-de-corps throughout his regiment;

b. advising NDHQ on:
   (1) matters of significance to his regiment;
   (2) the administration and disposition of regimental funds and charities; and
   (3) regimental charities, organizations and memorials.

c. liaising between regimental units of the Regular Force and Reserve Force;

d. liaising with allied or affiliated formations, regiments, and units; and

e. advising military associations or unit commanders in order to maintain uniformity in such matters as dress and custom within the unit.
f. maintaining communications with the military chain of command in support of Regimental activities;

g. acknowledging the death of serving Patricias and senior members and friends of the Regiment;

h. acknowledging the promotion of Patricias to the rank of CWO and to general officer rank;

i. serving as the final approving authority for Honorary Patricia appointments;

j. on advice from the Regimental family, recommending to the Government of Canada, selection for the appointment of C-in-C; and

k. sitting as an ex-officio member of the Regimental Guard and REC.

37. Selection Procedure. The procedure for selecting an officer to fill the appointment of COR PPCLI, or for an extension of tenure, is detailed below:

a. the Regimental Guard will begin the process no later than the first month of the incumbent's last year of tenure;

b. the Regimental Guard and/or the COR will develop a short list of potential candidates in consultation with the Senior Serving Patricia, the REC and the Vice Patrons of the Association. Normally, those retired officers eligible for consideration will be asked by the President of the Guard and/or the COR whether they are willing to have themselves considered for the appointment;

c. comment on the list may be sought from members of the Regimental Senate;

d. on completion of the process described above, the Regimental Guard will reach a consensus and present the name to the serving COR for endorsement;

e. the serving COR or the President of the Guard will advise the C-in-C of the Regiment's selection and subsequently approach the individual selected to establish his willingness to accept the appointment;

f. RHQ will submit the nomination through the Director of Infantry to the Comd CA IAW CAO 11-09. The President of the Guard will monitor its staffing progress and engage as necessary to ensure its timely approval; and

g. once the serving COR has confirmed the willingness of the nominee to accept the appointment, he will direct the Regimental Guard to forward the nomination through appropriate channels for approval by the Minister of National Defence.

38. Tenure of Office. Details of the COR’s tenure are:

a. the tenure of the COR shall be three years as detailed in Annex C to CFAO 3-4. The Regimental Guard may request an extension of the tenure for a second term,
not exceeding three years, with the concurrence of the incumbent, the C-in-C and
the Chief of the Defence Staff (CDS);

b. the same officer shall not fill the appointment of COR beyond a second term; and
c. if, for any reason, the COR cannot continue in his appointment, the Senior
Serving Patricia will ensure continuity until a duly appointed successor
commences his three year tenure.

39. **Installation.** The installation of the COR will occur during a major ceremonial event,
normally the change of command of one of the battalions.

40. **Retirement.** An appropriate ceremony will be held to mark the retirement of a COR.

41. A list of the serving and past CORs is contained in Chapter 2 of this manual.

42. **Senior Serving Patricia.** The Senior Serving Patricia will be the senior ranking officer of
Princess Patricia's Canadian Light Infantry serving in the Regular Force. He shall provide advice
and assistance on regimental matters to the C-in-C, the COR, and the Regimental Guard.

43. **Regimental Senate.** The Regimental Senate shall be composed of:

   a. all PPCLI officers of Lieutenant-Colonel rank or above, either serving or
      retired;
   b. all PPCLI Chief Warrant Officers, either serving or retired;
   c. Vice Patrons of the PPCLI Association;
   d. the current and past National Presidents of the PPCLI Association; and
   e. distinguished personages, not otherwise qualified, may be appointed by the REC
      or Regimental Guard. All such recommendations must receive the unanimous
      support of the Regimental Guard and are subject to approval by the COR.

44. **Terms of Reference.** Senators shall be responsible to the COR or the President of the
Regimental Guard to provide advice on regimental policies and to assist in the furtherance of
regimental objectives.

45. **Tenure.** Upon accession to any of the positions described above, an individual becomes a
Senator for life. If, for any reason, a Senator wishes to relinquish his appointment, he may do so
in writing to the REC or Regimental Guard. The Guard must endorse such a request.

46. **Meeting.** The Regimental Senate shall meet as required at a time and location chosen by
the COR or the President of the Regimental Guard. Special and standing committees of the
Senate may be formed at the order of the COR or the President of the Regimental Guard to study specific areas of Regimental concern.\textsuperscript{11}

47. **Regimental Guard.** The Regimental Guard is the senior policy-making body of the Serving Component. The Guard shall issue policy guidance in the form of Guard Directives which shall inform the activity of the REC. The Guard shall be composed of the following:

a. **The President.** The President of the Guard shall be a serving General Officer appointed by the COR on advice of the incumbent President and the Senior Serving Patricia. This appointment could be the Senior Serving Patricia;

b. **The Vice-President.** The Vice President, also known as the Regimental Colonel, shall be a Regimental officer in the rank of Colonel who has commanded a battalion of the Regiment. Appointed by the President of the Guard, the Vice President is also the chairman of the PPCLI Non-Commissioned Member (NCM) Selection Board and the Regimental representative on the Infantry Council. He is primarily responsible for career management within the Regiment;

c. **The Vice-President (Strategy).** The VP Strategy will be a Colonel appointed by the President to manage the Regimental Strategy.

d. **Voting Members.** The voting members of the Guard shall be the President of the Guard, serving Colonels and Generals, and the Regimental Chief Warrant Officer. The quorum of the Regimental Guard shall be the President and four other voting members, whether in person or by telephone.

e. **Ex Officio Members.** *Ex Officio* members shall include:

   (1) the COR;

   (2) the Senior Serving Patricia (if not serving as the President);

   (3) the President of the PPCLI Association or a delegated representative;

   (4) the President of the PPCLI Foundation or a delegated representative; and

   (5) the Chair of the REC

f. **The Secretary.** The Secretary shall be the Regimental Major.

48. **Terms of Reference.** The Regimental Guard is the senior organizational entity of the Serving Component and is the principal planning and policy body of the Regimental Council. The Guard shall be responsible to the COR for career management, succession planning, regimental policies, and the identification and pursuit of regimental long-term goals.

\textsuperscript{11} As an example, a Battle Honours Committee was struck to make recommendations regarding additional battle honours following the Afghan Campaign.
49. Meetings. The Regimental Guard shall meet as often as the President deems necessary; at least twice annually, normally in January and June. The President and four voting members shall constitute a quorum. The COR will normally attend these meetings. A portion of the meeting may be held in camera to allow for discussion of career and succession related issues.

50. Regimental Executive Committee (REC). The REC shall be composed of:

a. The Chairman. The Chairman of the Executive Committee shall be the Commanding Officer of the First Battalion. If this officer is deployed on operations, the chairmanship will be temporarily assigned to another of the Regular Force Commanding Officers.

b. Voting Members. The Commanding Officers and the Regimental Sergeants-Major (RSM) of the regular battalions of the Regiment and the Extra Regimentally Employed (ERE) Representatives as identified by the Regimental Colonel.

c. Ex Officio Members. Ex Officio members shall include:

(1) the COR;

(2) the President of the Regimental Guard or a delegated representative (normally the Regimental Colonel or Vice President (Strategy) of the Guard);

(3) the Commanding Officer and RSM of the Loyal Edmonton Regiment (LER);

(4) the President of the PPCLI Association or a delegated representative;

(5) the President of the PPCLI Foundation or a delegated representative; and

(6) the Regimental Chief Warrant Officer.

d. Secretary and Treasurer. The Regimental Major.

e. Assistant Treasurer. The Regimental Adjutant.

51. Terms of Reference. The REC shall be responsible to the Regimental Guard for the efficient, detailed management of the affairs of the Regiment. The REC is responsible for:

a. implementing and adhering to regimental policies as developed by the Regimental Guard;

b. conducting the detailed planning and coordination of all regimental activities;

c. maintaining regimental customs and traditions;
d. assisting the Regimental Guard in the development of regimental policies;

e. assisting the Regimental Guard in developing and implementing financial policies;

f. managing the Regimental Fund;

g. operating the Regimental Kit Shop and Warehouse;

h. operating the Regimental Museum;

i. acting as the Regimental Awards Committee; and

j. maintaining, producing and updating all regimental publications.

52. **Meetings.** The REC shall meet at least twice annually, normally in March and August, at the call of the Chairman and at such other times as may be deemed necessary. The Chairman and the two Commanding Officers of the regular battalions, or their representatives, shall constitute a quorum. The COR may attend. The meetings shall be open to all Regimental Senators.

53. **Regulations.** The REC shall be empowered to develop, promulgate and amend regulations, orders and standing operating procedures governing RHQ for any or all of its assigned functions and activities. All such regulations and orders shall be recorded in the REC minutes and promulgated in the subsequent amendments to the Regimental Manual.

54. **Regimental Headquarters (RHQ).** RHQ does not exist as an independent unit and has no Unit Identification Code (UIC) assigned. The positions in RHQ are instead filled by members occupying line serials in the three battalions. The organization, individual terms of reference and administrative procedures for RHQ are detailed in Chapter 4 of this manual.

55. **RHQ is the full time "general office" for all regimental business.** RHQ is responsible to the Chairman of the Regimental Executive Committee and is responsive to the President of the Guard, the C-in-C, COR, the PPCLI Association, the PPCLI Foundation and the members of the Regiment. RHQ shall carry out the following duties:

a. act as the secretariat of the Regimental Council and its component bodies;

b. maintain and operate the Regimental Funds and Accounts;

c. maintain and operate the Regimental Warehouse and Kit Shop;

d. maintain and operate the Regimental Museum and Archives;

e. maintain and operate the Regimental Veteran’s Care Cell;

f. edit and publish all regimental publications;
g. act as the coordinating agency for regimental activities including matters of protocol;

h. support the regimental leadership’s efforts to create and maintain cohesion within the Regiment;

i. maintain the regiment’s files, manuals, minute books, seals and constitutional documents;

j. produce the Regimental Operating Plan;

k. control and account for all regimental Non-Public Property (NPP);

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 injured soldiers and with families of the fallen; and

o. assist the Regimental Colonel with the career management of ERE members.

INDIVIDUAL TERMS OF REFERENCE

56. President of the Guard.

a. Role. The President of the Guard is the senior policy-maker in the Regiment.

b. Responsibilities. The President of the Guard is responsible to the COR and C-in-C for the efficient running of the Regiment, including succession planning, career development, strategic planning, and funding.

c. Selection Procedures. The President of the Guard will be selected from one of the serving Patricia general officers by the COR in consultation with the incumbent President and the Senior Serving Patricia.

d. Tenure. The duration of the appointment as the President of the Guard is not fixed. He will normally serve as long as he is the Senior Serving Patricia, but may step down if operational reasons require.

57. Regimental Colonel.

a. Role. The Regimental Colonel is the senior career management planner in the Regiment.

b. Responsibilities. The Regimental Colonel is responsible to the President of the Guard for ensuring that the appropriate officers and NCOs are in the appropriate positions across the Canadian Armed Forces to enable them to progress.
c. **Selection Procedures.** The Regimental Colonel will be selected by the President of the Guard, and will normally be a Colonel employed in the Ottawa area.

d. **Tenure.** The Regimental Colonel will serve until replaced by the President of the Guard.

58. **Vice-President Strategy (VP Strat).**

a. **Role.** The VP Strat produces, maintains and updates the Regimental Strategy.

b. **Responsibilities.** The VP Strat is responsible to the President of the Regimental Guard for the Regimental Strategy. VP Strat will also attend the REC to represent the President of the Guard.

c. **Selection Procedures.** The VP Strat will be selected by the President of the Guard.

d. **Tenure.** The VP Strat will serve until replaced by the President of the Guard.

59. **Chair of the Regimental Executive Committee (Chair REC).**

a. **Role.** Chair REC executes the policy promulgated by the Regimental Guard.

b. **Responsibilities.** The Chair of the REC is responsible to the President of the Regimental Guard for the efficient conduct of Regimental activities, including Veteran’s Care, the PPCLI Museum, the Regimental Warehouse, and protocol activities. The Chair REC is the Chair of the Museum Committee, sits on the Board of the Military Museums, and holds the financial authorities for RHQ.

c. **Selection Procedures.** The Chair REC will normally be the Commanding Officer of the First Battalion. In the event that First Battalion is deployed, the Chair REC will hand over to the Commanding Officer of one of the other regular battalions.

d. **Tenure.** The Chair REC will serve until relinquishing command or made unavailable by operational commitments.

60. **Regimental Chief Warrant Officer (CWO).**

a. **Role.** The Regimental CWO is the senior personnel planner for non-commissioned members in the Regiment. Additionally, he provides advice on all matters relating to administration and governance of the Regiment.

b. **Responsibilities.** Working with the Regimental Colonel, the Regimental CWO is responsible for the career management of senior NCOs within the Regiment.

c. **Selection Procedures.** The Regimental CWO will normally be a CWO in the home station area who has served as a Regimental Sergeant-Major of one of the
regular battalions. The Regimental CWO will be selected by the Regimental Guard.

d. **Tenure.** The Regimental CWO will serve until replaced by the Regimental Guard.

61. **Amendments.** Any member of the Regimental Council may propose an amendment to the Terms of Reference. Proposed amendments must be supported by the Colonel of the Regiment and approved by a majority of the Regimental Guard. Amendments may be approved secretarially.

**ANNEXES**

A. REPORT OF THE COMMITTEE OF THE PRIVY COUNCIL OF CANADA, PC 2112, DATED 14 AUGUST 1914
B. TITULAR MEMBERS OF PPCLI
C. HONORARY MEMBERS OF PPCLI
D. CONSTITUTION OF THE HAMILTON GAULT MEMORIAL FUND
E. GOVERNING DOCUMENTS OF THE PPCLI FOUNDATION
F. CONSTITUTION OF THE PPCLI REGIMENTAL FUND
G. CONSTITUTION OF THE PATRICIA FUND
H. EMAIL MAJ INNIS / LGEN (RET’D) FOSTER AND LCOL (RET’D) AUSTDAL
PRIVY COUNCIL ORDER

1. With the approval of the Imperial Government authority is given for the raising of one Infantry Regiment to be named “Princess Patricia’s Canadian Light Infantry”.

2. This regiment is to be complete at war strength as laid down in war establishments with Overseas base and depot in Canada.

3. As regards the expense entailed in the raising, clothing, equipping, pay, transportation, feeding, maintenance, and all other expenditure connected with this Battalion in and out of Canada, the sum of one hundred thousand dollars will be provided by Captain Hamilton Gault of Montreal. The remainder will be defrayed by the department of Militia and defence for Canada.

4. Authority is given to the various branches of the Department of Militia and Defence to issue the necessary clothing, arms, ammunition, equipment, transport, horses, stationary, and all other articles laid down for the war outfit of a Battalion in the various orders and regulations on the subject, also the same while at Ottawa organizing. These will be issued to the Battalion in the ordinary manner.

5. Transportation for Officers, N.C.O.s and Men to join the Battalion will be afforded by means of transportation requisitions issues by Officers Commanding districts. Authority is hereby given to the Accountant and Paymaster General to issue necessary orders.

6. The Pay of all ranks will be at the same rate as that issued to the other Battalions of the Canadian Expeditionary Force. The Accountant and Paymaster General is hereby authorized to issue pay at the recognised rate from the date on which each Officer is gazetted and each man is attested.

7. The principle of the financial relations between Captain Hamilton Gault and the Department of Militia and Defence is that all payments should, primarily, be made by the latter; sums up to a total of one hundred thousand dollars to be received from Captain Hamilton Gault, under arrangements, the details of which are not yet completed.

8. The above arrangements are to hold good until the discharge of the Officers and Men after the return of the Battalion to Canada.

10th August 1914. 

Sam Hughes
1. **Titular Appointments.** Normally, and with approval of the Regimental Guard and Colonel of the Regiment, the person occupying the following public offices will be invited by the Colonel of the Regiment to become a Titular Patricia upon assuming office:

   a. The Governor-General of Canada;

   b. The Lieutenant Governor of the Province where PPCLI Battalions are stationed; and

   c. The mayors of the cities where PPCLI Battalions are stationed.
HONORARY MEMBERS OF THE PPCLI

1. **Honorary Patricia's.** The following individuals have been appointed Honorary Patricia's:

   a. The Earl Mountbatten of Burma, KG, PC, GCB, OM, GCSI, GCIE, GCVO, DSO (deceased);

   b. The Lord Brabourne (deceased);

   c. The Honourable Francis Laurence Jobin, KStJ, BA, LLD, former Lieutenant Governor of Manitoba (deceased);

   d. The Honourable Walter Steward Owen, KStJ, QC, LLD, former Lieutenant Governor of British Columbia (deceased);

   e. Mr. Rodney Sykes, former Mayor of Calgary;

   f. Brigadier, The Honourable Henry Bell-Irving, DSO, OBE, ED, former Lieutenant Governor of British Columbia (deceased);

   g. Lieutenant-General W.K. Carr, CMM, DFC, CD (Retired), former Commander of Air Command;

   h. Brigadier-General P.J. Mitchell, CD, former Commander of 1 Canadian Mechanized Brigade Group (deceased);

   i. Commander B.C.H. Nation, RN (deceased);

   j. The Honourable Pearl McGonigal, CM, OM, former Lieutenant Governor of Manitoba;

   k. Captain A.A.A.D.M. Ramsay of Mar, MA, FRICS, DL, Grenadier Guards (Deceased);

   l. Lieutenant-General Francis Wiercinski, MSM (Retired), former Commander 187 (US) Brigade Combat Team Op APOLLO / ENDURING FREEDOM, Afghanistan, 2002 (appointed June 2003);

   m. The Honourable Lois Hole, CM, AOE, former Lieutenant Governor of Alberta (appointed June 2003, deceased);

   n. Mr. Bill Smith, former Mayor of Edmonton (appointed June 2004);

   o. Lieutenant-General Andrew Leslie, CMM, MSC, MSM, CD (Retired), former CLS (appointed November 2008);
p. Mr. Donald S. Cherry, NHL Coach and CBC Commentator (appointed September 2009); and

q. Mr. Bryan Adams, Canadian singer, guitarist, songwriter, photographer, and activist (appointed June 2015).
THE HAMILTON GAULT MEMORIAL FUND

CONSTITUTION

2015

Special Resolution HGMF 01-15, amending the HGMF 2009 Constitution was approved by the Board of Trustees on 7 October 2015
THE HAMILTON GAULT MEMORIAL FUND

CONSTITUTION

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THE HAMILTON GAULT MEMORIAL FUND

CONSTITUTION

Article 1 - Authority

1.1 The Hamilton Gault Memorial Fund, otherwise known as the “Memorial Fund” was established in 1964, by Special Resolution of the PPCLI Association, as a charitable organization as defined in paragraph 149.1(1)(b) of the Income Tax Act. The Registration Number is 88878 6647 RR0001.

1.2 The Memorial Fund, as the principal financial organization for the charitable operations of the Association, is committed to devote all its resources to charitable purposes and activities that are legal and not contrary to public policy, or contrary to the Act.

1.3 This document sets forth the Bylaws of the Memorial Fund for the supervision, control and administration of the charitable activities of the Fund.

Article 2 - Interpretation

Interpretation

2.1 The headings used throughout these by-laws are inserted for reference purposes only, and are not to be considered or taken into account in construing the terms of provisions of any article, nor to be deemed in any way to qualify, modify or explain the effect of any terms or provisions.

Definitions

2.2 Words and phrases shall be construed according to the true meaning of the Concise Oxford Dictionary. When interpreting these bylaws, unless the Act otherwise requires:

“Act” means the Income Tax Act enacted by the Parliament of Canada, as amended from time to time;

“Annual Meeting” shall mean the annual meeting of the Board;

“Appoint” includes “elect” and vice versa;
“Association” means the Princess Patricia’s Canadian Light Infantry Association (PPCLI Association), incorporated by Letters Patent dated 1 September 1953, under the provisions of Part II, the Canada Corporations Act (Companies Act), S.C. 1934 c. 33, as a corporation without share capital for the purpose of carrying out its operation throughout Canada and elsewhere, without pecuniary gains to its members, and any profit or other accretions to the corporation shall be used solely to promote its objects;

“Board of Trustees” or “Board” means the Board of the Hamilton Gault Memorial Fund as determined by the Association from time to time;

“Council” means the members of Council of the Association;

“Fund” means the Hamilton Gault Memorial Fund;

“Members” means the members of the Association whose dues are paid in full and who are not otherwise suspended;

“Resolution” means a vote passed by a majority of votes by the Board; and

“Trustee” means a member of the Board of Trustees as elected from time to time by the Association.

Article 3 – Objects

Objects of the Fund

3.1 The objects of the Fund will be limited to the following charitable purposes:

   (a) Receive donations and hold in absolute trust such donations, subject to the direction of the donor(s) and use such funds or income, as the case may be, for the charitable purposes and activities below;

   (b) Make disbursements for the purpose of maintaining the collection of the Regimental Museum and Archives; includes maintenance of Frezenberg Memorial;
(c) Offer bursaries for educational advancement for former members or serving members of the Regiment, their families and members of Cadet Corps affiliated with the PPCLI, to achieve a higher level of academic or technical education;

(d) Budget annually a fixed sum to the Royal Canadian Army Cadet League in support of Army Cadet Corps affiliated or sponsored by the Regiment, as approved by the Board of Trustees;

(e) Provide counselling service at regional centres to members who suffer from “Post Traumatic Stress Disorder” (PTSD) or other service related illnesses, and provide referrals to appropriate social, medical and legal agencies;

(f) To develop and maintain various Regimental memorials as approved by the Board of Trustees: and

(g) To relieve conditions associated with war injuries/disabilities by providing financial assistance or specially adapted residential modifications for veterans to ensure their homes meet their adaptive needs.

**Article 4 - Governance**

**Board of Trustees**

4.1 The Board will comprise of the officers of the Association. Additional members will be the Chairman of the Finance Committee and the Past President of the Association.

4.2 The Board, on behalf of Council of the Association, governs the charitable activities of the Association, supervises, controls and directs all activities. The Board shall actively pursue the objects of the Memorial Fund and may adopt rules and regulations for the conduct of its affairs. Notwithstanding the authority vested in the said Board, the Board will be responsible to Council for all policy matters.

4.3 The Chairman may appoint additional members as required.
Duties of the Board

4.4 The Board will manage and direct the affairs of the Memorial Fund and ensure the proper application of these bylaws, current rules and regulations applicable to registered charities, and the provisions of the Income Tax Act. Consequently, the Board will:

(a) Be the connection between the Association’s charitable activities, external governing bodies, funding agencies and the public;

(b) Be responsible for identifying the principal risks of the charity’s business and ensuring the implementation of appropriate systems to manage these risks;

(c) Assure Association performance by monitoring and evaluating the charitable activities; and

(d) Recommend to Council changes to governance policies that concern results and priorities, limits of programs, and ensure a sound and positive internal and external communication policy for the charity.

No Profit for Trustees

4.5 The Trustees will carry out their powers, duties, functions, services, activities efficiently and effectively, and will have due regard to the interests of the general public, and of the persons affected by or subject to its decisions and actions.

4.6 The operation of the Hamilton Gault Memorial Fund will be carried on without the purpose of gain for the Trustees, or the members of the Association, and any accretions to the charity will be used to promote the objects of the Memorial Fund.

Term

4.7 The term of office of the Trustees is the same as for the officers of the Association, two (2) years from the time of election as an officer.

Resignation from the Board

4.8 A Trustee may resign in writing to the Chair and it is effective when accepted by the Board. Upon resignation from the Board, the Trustee shall also cease to be an officer of the Association.
4.9 A Trustee ceases to be a member of the Board when by ordinary resolution at a special meeting of Council of the Association, he is removed from the Board or when he dies.

Vacancies on the Board

4.10 So long as a quorum of Trustees remains in office, vacancies on the Board may be filled by Members of Council or from among qualified members of the Association. Otherwise, the vacancy will be filled at the next Annual General Meeting at which Officers are elected.

4.11 When a vacancy occurs on the Board, the remaining members may exercise the full powers of the Board.

Article 5 - Board Meetings

5.1 The provisions of the bylaws that apply to the conduct of the proceedings of Council shall apply mutatis mutandis to the proceedings of the Board of Trustees.

5.2 Meetings of the Board are to be called by the Chairman as often as the business of the Board may require it. The Chairman will call at least one Board Meeting annually.

5.3 Meetings of the Board may be conducted in person or, if agreed to by the Trustees, and in accordance with applicable law, vote and/or participate at such meeting by telephone or other electronic means. Members participating in such a meeting by such means are deemed to be present at that meeting.

5.4 Notwithstanding anything to the contrary in these bylaws, a resolution in writing signed by all Trustees, shall be valid and effectual as if it had been passed at a meeting duly called and constituted.

Quorum at Board Meetings

5.5 A majority of Trustees holding office at the time is a quorum at a meeting of the Board.

5.6 If the position of Secretary and/or Treasurer is filled by the Regimental Adjutant, he shall not have a vote or be counted as part of the quorum.
Notice of Meetings

5.7 Notice of Board meetings will be given to the members in writing or by electronic means or other means of communication approved by the Board, at least 14 days before the date of the meeting. The Notice will specify the date, time and place of the meeting and the general nature of the business to be conducted. Only the matter(s) as set out in the notice of the meeting will be considered at any meeting of the Board.

5.8 The accidental omission to give notice of a meeting to a member of the Board or the fact that a member does not receive notice of the meeting does not invalidate the meeting or make void its proceedings, and any Trustee may waive the notice of a meeting, and may ratify proceedings from that meeting.

Minutes

5.9 The Secretary, or a person appointed by the Chairman, will be responsible for preparing and taking minutes at all meetings of the Board. The original copy of the minutes will be filed at the office of the Association.

Adjournment

5.10 Any meeting may be adjourned to a specific date and time by majority vote.

Article 6 – Indemnification

6.1 Each Trustee holds office with protection from the Association. The Association indemnifies each Trustee against all costs and charges that result from any act done as a Trustee of the Association. The Association does not protect any Trustee for acts of fraud, dishonesty, or bad faith.

6.2 No Trustee is liable for any loss due to an oversight or error in judgement, or by an action when acting as Chair, unless the act is fraud, dishonesty, or bad faith.

6.3 Trustees can rely on the accuracy of any statement or report prepared by the Association’s Auditor. Trustees are not liable for any loss or damage as a result of acting on that statement or report.
Article 7 - Finance

Financial Accountability

7.1 The financial year of the Hamilton Gault Memorial Fund will be the same as that of the Association, it will conclude on the 31st day of December annually.

7.2 The Association will conduct an audit annually and ensure that at each Annual General Meeting, members appoint an auditor to review or audit the accounts of the Memorial Fund.

7.3 The auditor’s report will be presented at the Annual General Meeting or, if it is not then available, made available to the Trustees as soon as it is available. The audited statement will become part of the annual report.

Cheques

7.4 All cheques and payment orders issued in the name of the Memorial Fund shall be signed by two Trustees authorized by the Board, normally the Chairman and the Treasurer, for that purpose normally.

Remunerations

7.5 Trustees will not receive any remuneration as such but may be reimbursed for their reasonable expenses properly incurred in respect of their services to the Board.

Article 8 - Student Bursary Guidelines

8.1 Pursuant to the Resolution setting up the bursary program as part of the objects of the Association, the Trustees have accepted the responsibility of administering said program.

8.2 Details of eligibility and academic requirements are available from the Secretariat.

Article 9 - Annual Report

9.1 The Chairman of the Board will submit to the Association an Annual Report covering its activities. The report will be read at the annual meeting of Members. The report will include:
(a) The list of the Trustees of the Hamilton Gault Memorial Fund;

(b) The activities of the preceding year;

(c) The financial statements, including the audited statement of the fund, budgets and detailed activity forecast for the forthcoming year; and

(d) The number of bursaries awarded, the names of the recipients, and the details of any award ceremony or ceremonies planned.

**Article 10 - Books and Record**

**Books and Records**

10.1 The Board of Trustees may, in accordance with applicable law, provide the members of the Association or other stakeholder with any notices, documents or any information by the provisions of such notices, documents or information in an electronic or any other similar form.

10.2 Documents to be executed by the Memorial Fund will be executed in such a manner as may be determined by the Board, including electronic or other similar means, to the extent permitted by applicable law.

10.3 Significant contracts, agreements, and instruments in writing, beyond those covered by Association policies for reasonable day-to-day operations of the Fund shall be approved by the Board and signed by two Officers. The Board may, however, not give Power of Attorney to a registered dealer in securities for the purpose of transferring and dealing with any stock, bonds, or other securities of the Association.

10.4 The Board of Trustees will ensure that all books and records of the Hamilton Gault Memorial Fund required by the Act or bylaws are regularly and properly maintained. Special care will be given to recorded donations that are subject to direction by a donor or donors.

10.5 The seal of the Memorial Fund will be the same as that of the Association. Custody of the Seal is the responsibility of the Secretary of the Association, but the Board shall determine its use in accordance with the Association guidelines.
Article 11 - Rules and Regulations  
Rules and Regulations

11.1 The Board of Trustees may make, amend, or repeal Rules and Regulations relating to the management and operation of the Hamilton Gault Memorial Fund as it deems expedient, provided they are not contrary to the provisions of the Income Tax Act, these bylaws or the bylaws of the Association.

Article 12 - Winding Up  
Winding Up

11.1 The Hamilton Gault Memorial Fund, as the charitable organization of the PPCLI Association, will not be voluntarily wound up unless by a Special Resolution of the Trustees, approved by Council of the Association and passed unanimously by the members of the PPCLI Association at a Special and/or Annual General Meeting.

11.2 If the Hamilton Gault Memorial Fund is wound up, all of the assets of the assets (after its just debts are paid) will be distributed to a charitable organization or organizations, or to the PPCLI Association, in such a way that no direct or indirect benefit may accrue to a member of the Board of Trustees, or any member or members of the PPCLI Association, and in accordance with the Income Tax Act.

Effective Date

The effective date of this document is: _______7 October 2015_____

We, the undersigned Trustees, certify on behalf of the Board, that the operation of the Hamilton Gault Memorial Fund will be governed in accordance with the bylaws contained in this document herein and pursuant to the provisions of the Income Tax Act, as amended from time to time.

On behalf of the Board:

Michael Austdal
Trustee and Chair

______________________________
Signature
Annex D
Chapter 1
PPCLI Regimental Manual
30 Jan 18

Fred Goldring
Trustee and Secretary

__________________________________________
Signature
Summary of Changes

This 2015 Constitution of The Hamilton Gault Memorial Fund amends and replaces the Constitution dated 8 May 2009.

The only amendment is:

Article 3.1(g) – Insert new Object: “To relieve conditions associated with war injuries/disabilities by providing financial assistance or specially adapted residential modifications for veterans to ensure their homes meet their adaptive needs.”

Note: The new Object, with wording suggested by the Charities Directorate, Canada Revenue Agency, will permit the PPCLI Association, through the HGMF, to undertake this new activity.
* This consolidated version of the Deed of Trust incorporates Deeds of Amendment made effective 7 February, 8 March and 2 September 2011, and 6 March 2012. The changes are indicated by footnote in Section 3.01 (a) and 8.01 of this consolidated Deed of Trust. Signed copies of the original Deed of Trust and the Deeds of Amendment are available from the office of the Foundation.
THE PPCLI FOUNDATION TRUST

THIS DEED made this 27th day of August, 2010

BETWEEN:

Princess Patricia’s Canadian Light Infantry of the City of Edmonton, in the Province of Alberta
(herein called the “Settlor”)

OF THE FIRST PART

-and-

Dennis A. Anderson and Barry W. Ashton of the City of Calgary in the Province of Alberta,
Pierre L.J. Leger and Harpal J.S. Mandaher of the City of Edmonton in the Province of Alberta,
G. Keith Corbould of the City of Kimberley and James S. Kempling of the City of Victoria, both
in the Province of British Columbia, Wayne Eyre of the Town of Petawawa, C. William Hewson
of the Town of Calabogie, and John C. Hunter of the Town of Niagara-on-the-Lake, all in the
Province of Ontario, and Bert R. Scott of the City of New Maryland in the Province of New
Brunswick (herein called the “Original Trustees” or the “Trustees”)

OF THE SECOND PART

WHEREAS the Settlor desires to establish an irrevocable trust to be known as the PPCLI
FOUNDATION (the “Trust”) for the exclusively charitable purposes as further set out herein and
has transferred to the Original Trustees the settlement property set forth herein to be held by them
upon the trusts and with and subject to the powers and provisions herein declared and contained;

AND WHEREAS this Trust is intended by the Settlor to be a “charitable organization” within the
meaning of that term in subsection 149.1(1) of the Income Tax Act (Canada) and the provisions of
this Deed are to be construed such that this Trust will qualify as a “registered charity” pursuant to
subsection 248(1) of the Income Tax Act (Canada).

AND WHEREAS the Original Trustees have agreed to act as Trustees under this trust and to accept
and hold the Trust Property (as herein defined) on and subject to the trusts herein declared;
NOW THEREFORE THIS DEED WITNESSETH THAT the parties hereto do hereby covenant and agree as follows:

Article I. INTERPRETATION

Section 1.01 In this Deed and in any instrument supplemental or ancillary hereto, unless the context otherwise requires:

(a) “Act” means the Income Tax Act (Canada) as amended from time to time;

(b) “assets” includes cash, securities, estates, property and any interests therein;

(c) “Deed” means this Trust Deed including any schedules hereto and any amendments, extensions or renewals hereof;

(d) “income” shall mean income for trust law purposes and shall, at the discretion of the trustees, include the taxable portion of any capital gains, stock dividends and deemed income or capital gains;

(e) “qualified donee” shall have the meaning set out in subsection 248(1) of the Act;

(f) “registered charity” shall have the meaning set out in subsection 248(1) of the Act;

(g) “Trust” means the trusts created hereunder;

(h) “Trustees” means the trustee or trustees from time to time acting under this Deed and shall include the Original Trustees and any trustee or trustees appointed pursuant to the provisions of Article 8 hereof; and

(i) “Trust Property” means the property referred to in section 2.1 hereof and all other assets which may at any time be substituted therefore and all other assets which are now or which at any time during the continuance of the trusts hereof may be assigned, transferred or appointed to the Trustees by the Settlor or any other person or persons to be held upon the trusts hereof, together with all capital accretions to such assets and undistributed income but excluding all amounts which have been paid or disbursed therefrom (whether out of capital or income) in the course of administration or pursuant to the provisions of this Deed.

Section 1.02 In this Deed, any personal pronoun relating to the Trustees for the time being, or to the Settlor shall be read and construed as the gender and number or the party or parties referred to as the particular instance may require.

Section 1.03 In this Deed, and in any instrument supplemental or ancillary thereto, the singular includes the plural and the masculine includes the feminine and vice versa.
Section 1.04  All headings used in this Deed have been inserted for convenience of reference only and are not intended to assist in the interpretation of any of the provisions of this Deed.

Article II.  SETTLED PROPERTY

Section 2.01  The Settlor hereby gives and transfers unto the Trustees one silver coin (the “Settlement Property”). The Trustees hereby acknowledge the receipt from the Settlor of such Settlement Property to be held upon and subject to the trusts hereof.

Section 2.02  The Trustees, subject to Article 12 hereof, shall have the right at any time during the continuance of the Trust hereby created, to accept such further, substituted or additional property which the Settlor or any other person or persons may donate or settle on the Trust.

Article III.  CHARITABLE PURPOSES

Section 3.01  The Trustees shall hold the Trust Property in perpetuity and the Trust Property and the income therefrom shall be used and distributed for the wholly charitable purposes set out below, as the Trustees shall determine appropriate in their sole and unfettered discretion, as follows:

(a) To fund and carry out activities and programs to support and care for Canadian military service personnel and former military service personnel in need;

(b) To promote the efficiency of the armed forces of the Crown;

(c) To fund and carry out activities and programs to establish and preserve monuments relating to military service by Canadian soldiers and service personnel;

(d) To make gifts to qualified donees.

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1 The words in italics were added by way of a Deed of Amendment made by unanimous resolution of the Trustees effective 7 February 2011.
Section 3.02 Should any or all of the charitable purposes set out in this Deed become impossible or impractical to carry out, the Trustees may, by unanimous decision and evidenced by instrument in writing, amend the Deed to express a different charitable purpose as similar a possible to those purposes set out herein or terminate the Trust and transfer all of the Trust Property to another Canadian registered charity.

Section 3.03 The Trustees may create Terms of Reference setting out in greater detail the methods of furthering the wholly charitable purposes set out above, provided that the charitable purposes expressed above may not be altered, expanded or changed in any way.

Section 3.04 The Trustees may assemble one or more committees, consisting of individuals who may not be Trustees, to assist them.

Section 3.05 The Trustees may create a group of members and shall have the power to set the terms and conditions of membership.

Section 3.06 The Trust Property shall be applied solely towards the charitable objects expressed in this Deed and no part of any Trust Property or income shall be payable to or otherwise available for the personal benefit of any Trustee.

Article IV. RECEIPT OF OFFICERS AND AUTHORIZED PERSONS

Section 4.01 The receipt of the person professing to be an officer, treasurer or other authorized person of any registered charity or qualified donee receiving a benefit under this Trust shall be a full and sufficient discharge to the Trustees and the Trustees shall not be required to see to the proper application of the funds thereafter.

Article V. POWERS OF THE TRUSTEES

Section 5.01 In addition to all other powers conferred upon them by this Deed or under any statute or rule of law, the Trustees shall have the power and authority:

(a) To invest the Trust Property as they shall, in their absolute and unfettered discretion, determine. In particular, in investing the Trust Property, the Trustees shall not be restricted to considering those matters set out in subsection 3(5) of the Trustee Act (Alberta), as amended, and shall have the power to add, delete or amend those considerations in investing the Trust Property. The Trustees shall not be liable for any loss in connection with the investing of the Trust Property in respect of matters added, deleted or amended from subsection 3(5) of the Trustee Act, as set out above;

(b) To accept gifts, grants, legacies, devises or bequests of real or personal property of every nature, wherever situated;
(c) To sell, transfer, assign, exchange, convey, mortgage or otherwise dispose of or lease any of the assets from time to time constituting the Trust Property in any manner the Trustees may deem proper and at such price, upon such terms and for such consideration as the Trustees shall deem suitable and to give any option with respect to any of the Trust Property; in so doing, the Trustees are empowered to execute and deliver all deeds or other instruments as may be necessary or desirable to make good and sufficient title to any such trust asset;

(d) To exercise all rights incidental to the ownership of stocks, shares, bonds and other securities, and any other investments and property held as part of the Trust Property, including voting all stocks, shares and other securities and issuing proxies to others; to sell or exercise any subscription rights and, in connection with the exercise of subscription rights, to use trust moneys for such purpose; to consent to and join in any plan, reorganization, readjustment, merger, amalgamation or consolidation with respect to any corporation whose securities form part of the Trust Property; and to authorize the sale of the undertaking or assets or any portion of the assets or undertaking of any such corporation;

(e) To institute, prosecute and defend any suit, action, arbitration proceeding or other proceedings affecting the Trust Property or the Trustees and may pay the fees, costs and expenses thereof out of the Trust Property; to compromise or compound any debt owing to the Trust; to compromise, settle or submit to arbitration any claim of or against the Trustees or the Trust Property upon such evidence or opinion as to the Trustees shall deem sufficient;

(f) To acquire shares in any corporation on such terms and conditions as may be indicated by the Trustees with power to hold or otherwise deal with such acquired shares as the Trustees may see fit.

Article VI. REGISTRATION OF TRUST PROPERTY

Section 6.01 Any assets from time to time constituting the Trust Property shall be held by and registered in the name of the Trustees, the Trust or in the name of their nominee or nominees.

Article VII. TAX COMPLIANCE

Section 7.01 The provisions of this Article 7 are made to assist the Trustees in administering the trusts hereby constituted and in complying with the provisions of the Act. The Trustees are hereby authorized to make any election, designation, or determination allowed by the provisions of any taxing statute having jurisdiction over this Trust. The Trustees are empowered to do all things required to obtain and maintain the status of a registered charity under the Act.
Article VIII. APPOINTMENT AND REMOVAL OF TRUSTEES

Section 8.01 There shall be at no time fewer than five Trustees or more than nineteen\textsuperscript{2} Trustees, of whom:

(i) One Trustee shall be a member of the PPCLI Regimental Guard; and

(ii) Two Trustees shall be members of the PPCLI Regimental Executive Committee.

Trustees who are trustees by virtue of holding the foregoing appointments shall vacate the position of Trustee upon retiring or resigning from those other appointments and a successor to such retiring Trustee shall be appointed from the appropriate organization by the Trustees then in office, upon recommendation from the respective organization. Additional Trustees may be appointed by the Trustees from time to time in office, by instrument in writing and pursuant to a process of nomination and appointment approved by the Trustees.

Section 8.02 Any Trustee may at any time resign from the office of Trustee hereof on giving not less than thirty (30) days’ notice addressed to the other Trustees. The office of a Trustee shall be ipso facto determined and vacated if such Trustee, being an individual, shall be determined by the other Trustees to be a mentally incompetent person, or if he shall be declared bankrupt or insolvent, or if such Trustee, being a corporation, shall enter into liquidation, whether compulsory or voluntary, and not being merely a voluntary liquidation for the purposes of amalgamation or reconstruction.

Section 8.03 Any Trustee who ceases to be a resident of Canada shall be deemed to have resigned and shall cease to be a Trustee of the Trust, and shall cease to control the Trust Property, as of the time he or she ceases to be a Canadian resident.

Section 8.04 In the event of a death of any Trustee hereof, or upon the occurrence of any of the events to which reference is made in Section 8.03 above, leaving no Trustees remaining, the legal personal representative of the last remaining Trustee shall forthwith appoint a substitute Trustee hereof.

Section 8.05 Notices of all changes in the trusteeship hereunder shall be endorsed on or attached to this Deed and shall be signed by the surviving or continuing Trustees and every such notice shall be sufficient evidence to any person having dealings with the Trustees for the time being as to the facts to which it relates.

\textsuperscript{2} The word in italics was, by the original Deed of Trust, \textit{eleven} and was subsequently changed to \textit{fifteen} by way of a Deed of Amendment made by unanimous resolution of the Trustees effective 8 March 2011. Subsequently, \textit{fifteen} was replaced by \textit{nineteen} by way of a Deed of Amendment made by unanimous resolution of the Trustees effective
2 September 2011. Section 8.01 (iii), “Two Trustees shall be members of the Council of the PPCLI Association.” was deleted by unanimous resolution of the Trustees effective 6 March 2012.
Article IX. COMPENSATION

Section 9.01 The Trustees are not entitled to receive any fees or other compensation in respect of any duties performed as trustees hereunder in connection with the administration of the trusts herein contained.

Article X. LIABILITY OF TRUSTEES

Section 10.01 Every discretion or power hereby or by law conferred on the Trustees shall be unfettered and absolute. In the event there are more than two trustees, every decision required at any time or from time to time to be made by the Trustees may be made by a majority of the Trustees unless otherwise provided and no Trustee shall be held liable for any loss or damage occurring as a result of such Trustee concurring or refusing or failing to concur in an exercise of any discretion or power.

Section 10.02 The Trustees shall only be liable, answerable and accountable for their own gross negligence, actual fraud or dishonesty. Without limiting the generality of, and subject to, the foregoing, no Trustee shall be liable for any loss or damage which may occur to the Trust Property or any part thereof (including any company, corporation, partnership or other entity whose shares or ownership interests are comprised directly or indirectly in the Trust Property) or the income thereof at any time from any cause whatsoever, including:

(a) The exercise or failure to exercise a discretion or power, or the refusal or failure to concur in the exercise of a discretion or power;

(b) The failure to attend to, interfere with, or inquire into the management of corporations, companies and other entities, the shares or other ownership interests of which form part of the Trust Property,

(c) The reliance in good faith upon the opinion or advice or counsel as to the interpretation of the Deed in any respect, or as to any other issue that may arise; or

(d) The reliance upon the opinion or advice or any other professional person in a matter apparently falling within his/her professional expertise.

Section 10.03 The Trustees shall be entitled, in the purported exercise of their duties and discretions hereunder (including, without limitation, the management or administration of or the performance of other services to any company, corporation, partnership or other entity whose shares or ownership interests are comprised directly or indirectly in the Trust Property), to be indemnified out of the Trust Property and the Income thereof against all expenses (including, without limitation, any legal and accounting fees) and liabilities notwithstanding that:

(a) Such exercise constituted a breach of the Trustees' duties; or
(b) Proceedings are brought by any proper person in respect of an alleged breach of duty by the Trustee; unless it is established that such breach of duty was brought about by the Trustee’s own gross negligence, actual fraud or dishonesty.

**Article XI. FUTURE GIFTS TO THE TRUST**

Section 11.01 Any person may, at any time and from time to time, add to the Trust Property, with the approval of the Trustees.

**Article XII. BANKING ARRANGEMENTS**

Section 12.01 Notwithstanding other provisions of this Deed:

(a) The Trustees may appoint any bank, treasury branch or trust company as banker for purposes of the Trust; and

(b) The Trustees may authorize in writing any Trustee or Trustees, on behalf of the other Trustees,

(i) To sign, endorse, make, draw, and/or accept any cheques, promissory notes, bills of exchange or other negotiable instruments, any orders for the payment of money, contracts for letters of credit or forward exchange and generally all instruments or documents for the purpose of binding or obligating the Trustees in any way in connection with the accounts and transactions of the Trust with the banker, whether or not an overdraft is thereby created, and instruments and documents so signed shall be binding upon the Trustees; and

(ii) To receive from the banker and, where applicable, to give a receipt for all statements of account, cheques and other debit vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments.

**Article XIII. IRREVOCABILITY**

Section 13.01 The Trust hereby created shall be irrevocable and the Settlor, in its personal capacity and in its capacity as Settlor, is divested of any power whatsoever to revoke this Trust or to modify its terms or to amend this Deed in any respect whatsoever.

Section 13.02 Notwithstanding anything contained in this Deed to the contrary:

(a) No portion of the Settlement Property, property substituted therefore or any other property contributed by the Settlor shall at any time revert to the Settlor;
(b) No portion of the Settlement Property, property substituted therefore or any other property contributed by the Settlor shall at any time pass to any person or persons as determined by the Settlor in its personal capacity or in its capacity as Settlor;

(c) The consent of the Settlor in its personal capacity or in its capacity as Settlor shall not be required to dispose of any portion of the Settlement Property, property substituted therefore or any other property contributed by the Settlor; and

(d) The Settlor in its personal capacity or in its capacity as Settlor shall not be entitled to direct the disposition of any portion of the Settlement Property, property substituted therefore or any other property contributed by the Settlor.

**Article XIV. GOVERNING LAW**

Section 14.01 This Deed shall be governed by the laws of the Province of Alberta.

**Article XV. ACCEPTANCE OF TRUST**

Section 15.01 The Trustees, by joining in the execution of this Deed, signify their acceptance of this Trust and the duties and obligations contained herein.

**Article XVI. MEETINGS OF TRUSTEES**

Section 16.01 Meetings of the Trustees may be held from time to time at such time and in such place and jurisdiction as is convenient to the Trustees notwithstanding that all Trustees are not able to attend such meeting.

Section 16.02 The Trustees may adopt any rules and regulations which they may, from time to time, deem proper to govern their own procedures.

Section 16.03 All questions requiring action by the Trustees are to be determined by a majority of the Trustees for the time being in office and the Trustees may act either by a resolution passed by the Trustees at a meeting or by an instrument in writing signed by the Trustees. Every deed or instrument of any nature or description executed by one of the Trustees, authorized by a majority of the Trustees or executed by all of the Trustees, for the time being in office, shall be valid, effectual and binding.

**Article XVII. BOND BY TRUSTEES**

Section 17.01 The Trustees shall not be required to give any bond or security for the due and faithful administration of the Trust Property or for the discharge of the terms of the Trust.
Article XVIII. AMENDMENT TO TRUST DEED

Section 18.01 The Trustees may amend, delete or add terms or provisions to this Trust Deed by instrument in writing provided that Article 13 may not be amended or deleted and no amendment, deletion or addition shall be effective that would make the objects of this Trust other than wholly charitable.

Article XIX. DESIGNATION OF TRUST

Section 19.01 This Trust shall be known and designated, where convenient, as the “PPCLI Foundation” and the Trustees may, in their discretion, in that name, hold title to or ownership of any or all of the property from time to time forming part of all of the Trust Property, carry out any transactions on behalf of the Trust or enter into any contracts or arrangements or otherwise exercise any of the powers, discretions and authorities hereunder upon them conferred.

Article XX. EXECUTION IN COUNTERPART

Section 20.01 This Trust Deed may be signed or executed in separate counterparts, by facsimile or otherwise, and the signing or execution of a counterpart shall have the same effect as the signing or execution of a single original trust.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals as of the date hereinbefore mentioned.

SIGNED, SEALED AND DELIVERED

The original Deed of Trust was signed by the Settlor, Lieutenant-General (Retired) Raymond R. Crabbe, Colonel of the Regiment and the ten original Trustees of the Foundation, all in the presence of The Right Honourable Adrienne Clarkson, PC, CC, CMM, COM, CD, Colonel-in-Chief and Patron of the Foundation. Deeds of Amendment have been made by written unanimous resolutions of the Trustees serving at the time each Deed of Amendment was made. Signed copies of the original Deed of Trust and the Deeds of Amendment are available at the office of the Foundation. The Foundation was registered as a charity by the Canada Revenue Agency effective 7 February 2011 (Business/ Charitable Registration No. 84205 7804 RR0001).
PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY REGIMENTAL FUND

ARTICLE ONE – NAME

1.1 The official name of the Regiment is Princess Patricia’s Canadian Light Infantry, hereinafter referred to as the “Regiment”. The authorized abbreviation is “PPCLI”.

1.2 The official name of the Regiment’s non-public funds organization is “Princess Patricia’s Canadian Light Infantry Regimental Fund”, hereinafter referred to as the “Regimental Fund”.

1.3 The “Regimental Family” the term used to describe the three Regimental Entities, namely the serving component, the retired component, and the PPCLI Foundation.

ARTICLE TWO – APPLICATION

2.1 The serving component of the Regiment is organized into Regular and Reserve Force Battalions that are established as operational units of the Canadian Armed Forces (CAF). In addition, there are members employed on extra-regimental duties in the CAF headquarters, schools, units and training establishments both within and outside Canada. Finally, members are attached to specific missions or foreign militaries outside of Canada.

2.2 The Regimental Fund is the principle medium for the non-public property support to Regimental operations, and is distinct from the non-public funds that support the three Battalions.

ARTICLE THREE – AUTHORITY

3.1 A charitable fund was originally established under the authority of the Department of National Defence (DND) Administrative Bulletin 53/1, date 03 February 1953. Upon changes to the Income Tax Act in 1982, an Application for Registration (Reinstatement) was submitted to the Canada Revenue Agency (CRA) dated 22 November 1982. The application was approved by CRA and the charitable fund was reinstated as a charitable organization under the name “Princess Patricia’s Canadian Light Infantry Regimental Fund” (the “Regimental Charity”). In 2013, Canadian Forces Moral and Welfare Services (CFMWS) issued a request for the Regiment to submit a request for voluntary revocation of its charitable status to CRA. After protracted discussions, agreement was reached that the Regiment would clearly distance the Regimental Charity from CFMWS operations by changing the name and the composition of the board of directors to ensure that it is arm’s length from the CAF. Therefore the name of the Regimental Charity was changed in 2017 from “Princess Patricia’s Canadian Light Infantry Regimental Fund” to “Princess Patricia’s Canadian Light Infantry Fund”, and the composition of the board of directors was amended to ensure that the charity operates at arm’s length from the CAF. The Regimental Fund is a non-public property entity that controls the non-public fund activities of the Regiment, specifically the Regimental Warehouse and the PPCLI Museum, and is at arm’s length from the Patricia Fund.

3.2 The Regimental Fund is not registered with CRA as a charitable organization. However, as a non-public property entity, the Regimental Fund can issue tax receipts for donations of money or property. Said monies or property become the property of Her Majesty the Queen in right of Canada, and
may not be disposed of or otherwise alienated without prior approval from the Chief of the Defense Staff of the Canadian Armed Forces.

ARTICLE FOUR – CHARITABLE OBJECTS

4.1 The objects of the Regimental Fund are focused on the promotion of the efficiency, physical fitness, well-being and morale of the CAF, and the promotion of the goodwill and admiration of the public towards the CAF. The specific objects are:

a. **Object 1**: Promote the efficiency, physical fitness, well-being, and morale of the CAF (in accordance with common law).

b. **Object 2**: Promote goodwill and admiration of the public towards the CAF (in accordance with common law).

c. **Object 3**: Provide financial assistance to members of the CAF and the Regimental family in periods of crisis, when other social support agencies cannot cover, or inadequately cover, the members’ specific and/or emergent needs.

d. **Object 4**: Promote education advancement of members of the CAF, their dependents, Regimental family members and international students through the provision of bursaries.

e. **Object 5**: Support the collection, preservation, maintenance and public display of historical artifacts and archival material through financial support to the PPCLI Museum and Archives.

f. **Object 6**: Support the development and operation of the education programs of the PPCLI Museum and Archives.

g. **Object 7**: Support the research, identification, construction and maintenance of existing and new heritage and historical projects related to the history of the CAF and its significant contribution to Canadian society.

h. **Object 8**: Produce and distribute an annual historical journal (*The Patrician*).

i. **Object 9**: Promote and support veterans’ well-being and morale through the provision of services, special programs and volunteer support to veteran organizations and activities.

j. **Object 10**: Support the goals and programs of the Royal Canadian Army Cadet program through the provision of financial support to the Royal Canadian Army Cadet League and volunteer support to Royal Canadian Army Cadet Corps.

k. **Object 11**: Support of public events held to promote public goodwill and admiration of the CAF.

l. **Object 12**: Provide financial assistance to support visits of the Regiment’s Colonel-in-Chief in order to promote the well-being and morale of the CAF and to promote public
goodwill and admiration of the CAF.

m. Object 13. Provide and maintain ceremonial uniforms and equipment not provided by public means.

4.2 The Regimental Fund shall be operated without purpose of gain for its members, and any profits or other assets of the Patricia Fund shall be used solely to promote the objects stated above.

ARTICLE FIVE – GOVERNANCE

5.1 The Board of Directors of the Regimental Fund shall consist of the Regimental Executive Committee of Princess Patricia’s Canadian Light Infantry. Unless precluded by operational contingencies, directors shall serve for a minimum of two years, and a maximum of three consecutive two-year terms. The Regimental Guard of PPCLI shall appoint one of the members, normally the Commanding Officer of First Battalion PPCLI, as Chair of the Board. The secretary and treasurer of the Regimental Fund shall be the Regimental Major, who shall be a non-voting, ex-officio member. The quorum of the Board of Directors shall be set at six.

5.2 The Directors will be replaced as required on approval of the Regimental Guard, based on the assignment of Commanding Officer and Regimental Sergeant-Major positions in the battalions and extra-regimental employment.

5.3 The Board of Directors shall meet at least twice annually between, once in March and once in August. The Board shall approve the operating plan for Regimental Headquarters and the budget of the Regimental Fund for each year. The meeting may be conducted by telephone, video, or other electronic means.

5.4 The governing manual of the Board of Directors shall be the current PPCLI Regimental Manual.

ARTICLE SIX – FINANCIAL RESPONSIBILITY

6.1 All cheques, transfers of funds and the closing of accounts shall bear the signatures of two persons designated by the Board of Directors.

ARTICLE SEVEN – DISSOLUTION

7.1 If the PPCLI is disbanded or otherwise dissolved, and upon subsequent determination by the Board of Directors that dissolution is appropriate, then all assets of the Regimental Fund remaining after just debts are paid shall be transferred or given to one or more qualified donees whose objects are similar to the objects of the Regimental Fund, as may be determined by the Board of Directors at the time of dissolution.

7.2 The Regimental Fund shall not be voluntarily dissolved.

7.3 The Regimental Fund will be dissolved in such a way that no direct benefit shall be accrued to any member or members of the Regiment.
ARTICLE EIGHT – AMENDMENTS TO THE CONSTITUTION

8.1 Proposals to amend the constitution shall be made to the Board of Directors in writing. The proposals shall be considered at the next general meeting and may be approved by a majority vote.

ARTICLE NINE – BY-LAWS

9.1 The by-laws of the Regimental Fund shall be those which follow until repealed, amended, altered or enacted.

ARTICLE TEN – EFFECTIVE DATE

10.1 Dated at the City of Edmonton, in the Province of Alberta, this _____ day of __________, 2017.

We, the undersigned Directors, certify on behalf of the Board of Directors, that the operations of the Regimental Fund will be governed in accordance with this constitution and pursuant to the provisions of the Non-Public Property regulations of the Department of National Defence (Canada):

<table>
<thead>
<tr>
<th>W.D. Rutland</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant-Colonel</td>
<td></td>
</tr>
<tr>
<td>Chair</td>
<td>Member</td>
</tr>
</tbody>
</table>

Q. M. Innis
Major
Secretary – Treasurer
PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY REGIMENTAL FUND

BY-LAW ONE

A by-law relating generally to the conduct of the affairs of the Princess Patricia’s Canadian Light Infantry Regimental Fund, hereinafter referred to as the “Regimental Fund”.

Be it enacted as a by-law to the Regimental Fund as follows:

ARTICLE ONE – DEFINITIONS

1.1 The words and phrases in this document shall be construed according to their true meaning in the Concise Oxford Dictionary. In this by-law, unless the text otherwise requires:

a. “Appoint” includes “elect” and vice versa;

b. “Board” means the Board of Directors of the Regimental Fund;

c. “Regimental Fund” means the Princess Patricia’s Canadian Light Infantry Regimental Fund;

d. “Policies and Procedures” means the administrative rules and practices created and amended by the Board from time to time with respect to the management and governance of the Regimental Fund, which rules and practices may elaborate on, but may not be inconsistent with this by-law;

e. “Property” means property of the Regimental Fund donated to, loaned, purchased or otherwise acquired by the Regimental Fund and shall include cash, bonds, life insurance policies, or residual intent in property or equitable interest in a trust, and without limitations, medals, uniforms, information, data, goods and chattels of historic value and importance connected with, or relating to the Regiment;

f. “Resolution” means a vote passed by a majority of the votes of the Board; and

g. “Signing Officer” means, in relation to any instrument, any person authorized by a resolution passed by the Board to sign the instrument on behalf of the Regimental Fund.

ARTICLE TWO – AFFAIRS OF THE REGIMENTAL FUND

2.1 Head Office. The head office of the Regimental Fund shall be situated in the same place or municipality or province as the Princess Patricia’s Canadian Light Infantry Regimental Headquarters.

2.2 Fiscal Year. The fiscal year of the Regimental Fund shall be the calendar year.

2.3 Committees. The Board may appoint committees whose members will hold their offices at the will of the Board. The Board shall determine the duties of such committees and may fix, by resolution, any remuneration to be paid.
2.4 **Books and Records.** The Board shall ensure that all necessary books and records of the Regimental Fund required by current and future by-laws or by any applicable statute or law are regularly and properly kept.

2.5 **Reports and Returns.** The Board shall ensure that all reports and returns required by law are duly submitted.

2.6 **Support.** Princess Patricia’s Canadian Light Infantry Regimental Headquarters shall provide support to the completion, update, maintenance and archiving of all the Regimental Fund’s records.

2.7 **Amendment of By-Laws.** The by-laws of the Regimental Fund may be repealed, amended, or added to by a majority vote of the Board of Directors at any general or extraordinary meeting of the Board.
PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY CHARITABLE FUND

ARTICLE ONE – NAME

1.1 The official name of the Regiment is Princess Patricia’s Canadian Light Infantry, hereinafter referred to as the “Regiment.” The authorized abbreviation is “PPCLI.”

1.2 The official name of the Regiment’s charitable organization is “Princess Patricia’s Canadian Light Infantry Fund,” hereinafter referred to as the “Patricia Fund.”

1.3 The “Regimental Family” the term used to describe the three Regimental Entities, namely the serving component, the retired component, and the PPCLI Foundation, which is a separate and distinct charitable organization from the Patricia Fund.

ARTICLE TWO – APPLICATION

2.1 The serving component of the Regiment is organized into Regular and Reserve Force Battalions that are established as operational units of the Canadian Armed Forces (CAF). In addition, there are members employed on extra-regimental duties in the CAF headquarters, schools, units and training establishments both within and outside Canada. Finally, members are attached to specific missions or foreign militaries outside of Canada.

2.2 The Patricia Fund is the principle medium for the charitable operations of the serving members of the Regiment, regardless of where they are employed.

ARTICLE THREE – AUTHORITY

3.1 A charitable fund was originally established under the authority of the Department of National Defence (DND) Administrative Bulletin 53/1, date 03 February 1953. Upon changes to the Income Tax Act in 1982, an Application for Registration (Reinstate) was submitted to the Canada Revenue Agency (CRA) dated 22 November 1982. The application was approved by CRA and the charitable fund was reinstated as a charitable organization under the name “Princess Patricia’s Canadian Light Infantry Regimental Fund” (the “Regimental Charity”). In 2013, Canadian Forces Moral and Welfare Services (CFMWS) issued a request for the Regiment to submit a request for voluntary revocation of its charitable status to CRA. After protracted discussions, agreement was reached that the Regiment would clearly distance the Regimental Charity from CFMWS operations by changing the name and the composition of the board of directors to ensure that it is arm’s length from the CAF. Therefore the name of the Regimental Charity was changed in 2017 from “Princess Patricia’s Canadian Light Infantry Regimental Fund” to “Princess Patricia’s Canadian Light Infantry Fund”, and the composition of the board of directors was amended to ensure that the charity operated at arm’s length from the CAF.

3.2 The Patricia Fund is registered with CRA as a charitable organization under registration number 11910 3844 RR0001.
ARTICLE FOUR – CHARITABLE OBJECTS

4.1 The objects of the Patricia Fund are focused on the promotion of the efficiency, physical fitness, well-being and morale of the CAF, and the promotion of the goodwill and admiration of the public towards the CAF. The specific objects are:

a. **Object 1**: Promote the efficiency, physical fitness, well-being, and morale of the CAF (in accordance with common law).

b. **Object 2**: Promote goodwill and admiration of the public towards the CAF (in accordance with common law).

c. **Object 3**: Provide financial assistance to members of the CAF and the Regimental family in periods of crisis, when other social support agencies cannot cover, or inadequately cover, the members’ specific and/or emergent needs.

d. **Object 4**: Promote education advancement of members of the CAF, their dependents, Regimental family members and international students through the provision of bursaries.

e. **Object 5**: Support the collection, preservation, maintenance and public display of historical artifacts and archival material through financial support to the PPCLI Museum and Archives.

f. **Object 6**: Support the development and operation of the education programs of the PPCLI Museum and Archives.

g. **Object 7**: Support the research, identification, construction and maintenance of existing and new heritage and historical projects related to the history of the CAF and its significant contribution to Canadian society.

h. **Object 8**: Produce and distribute an annual historical journal (*The Patrician*).

i. **Object 9**: Promote and support veterans’ well-being and morale through the provision of services, special programs and volunteer support to veteran organizations and activities.

j. **Object 10**: Support the goals and programs of the Royal Canadian Army Cadet program through the provision of financial support to the Royal Canadian Army Cadet League and volunteer support to Royal Canadian Army Cadet Corps.

k. **Object 11**: Support of public events held to promote public goodwill and admiration of the CAF.

l. **Object 12**: Provide financial assistance to support visits of the Regiment’s Colonel-in-Chief in order to promote the well-being and morale of the CAF and to promote public goodwill and admiration of the CAF.

m. **Object 13**: Provide and maintain ceremonial uniforms and equipment not provided by
4.2 The provision of financial support and / or disbursement of funds from the Patricia Fund shall only be made to qualified donees as defined by the Income Tax Act (Canada).

4.3 The Patricia Fund shall be operated without purpose of gain for its members, and any profits or other assets of the Patricia Fund shall be used solely to promote the objects stated above.

ARTICLE FIVE – GOVERNANCE

5.1 The Board of Directors of the Patricia Fund shall consist of seven members, nominated by the Regimental Executive Committee, and confirmed by the Regimental Guard. Directors shall serve for a minimum of two years, and a maximum of three consecutive two-year terms. A minimum of four members shall be civilians. The Regimental Guard shall appoint one of the nominees as Chair of the Board. The secretary and treasurer of the Patricia Fund shall be the Regimental Major, who shall be a non-voting, \textit{ex-officio} member. The quorum of the Board of Directors shall be set at four.

5.2 The Directors will be replaced as required on approval of the Regimental Guard, based on nominations from the Regimental Executive Committee.

5.3 The Board of Directors shall meet at least once annually between September and December and shall approve the budget of the Patricia Fund for the next year. The meeting may be conducted by telephone, video, or other electronic means.

5.4 The governing manual of the Board of Directors shall be the current PPCLI Regimental Manual.

ARTICLE SIX – FINANCIAL RESPONSIBILITY

6.1 All cheques, transfers of funds and the closing of accounts shall bear the signatures of two persons designated by the Board of Directors.

ARTICLE SEVEN – DISSOLUTION

7.1 If the PPCLI is disbanded or otherwise dissolved, and upon subsequent determination by the Board of Directors that dissolution is appropriate, then all assets of the Patricia Fund remaining after just debts are paid shall be transferred or given to one or more qualified donees whose objects are similar to the objects of the Patricia Fund, as may be determined by the Board of Directors at the time of dissolution.

7.2 The Patricia Fund shall not be voluntarily dissolved.

7.3 The Patricia Fund will be dissolved in such a way that no direct benefit shall be accrued to any member or members of the Regiment.

ARTICLE EIGHT – AMPENDMENTS TO THE CONSTITUTION

8.1 Proposals to amend the constitution shall be made to the Board of Directors in writing. The proposals shall be considered at the next general meeting and may be approved by a majority vote.
ARTICLE NINE – BY-LAWS

9.1 The by-laws of the Patricia Fund shall be those which follow until repealed, amended, altered or enacted.

ARTICLE TEN – EFFECTIVE DATE

10.1 Dated at the City of Edmonton, in the Province of Alberta, this _____ day of __________, 2017.

We, the undersigned Directors, certify on behalf of the Board of Directors, that the operations of the Patricia Fund will be governed in accordance with this constitution and pursuant to the provisions of the Income Tax Act (Canada):

D. D. Prohar
Lieutenant-Colonel
Chair

W. K Niven
Lieutenant-Colonel
Director

L. W. Rutland
Lieutenant-Colonel
Director

Q. M. Innis
Major
Secretary – Treasurer
PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY FUND

BY-LAW ONE

A by-law relating generally to the conduct of the affairs of the Princess Patricia’s Canadian Light Infantry Fund, hereinafter referred to as the “Patricia Fund.”

Be it enacted as a by-law to the Patricia Fund as follows:

ARTICLE ONE – DEFINITIONS

1.1 The words and phrases in this document shall be construed according to their true meaning in the Concise Oxford Dictionary. In this by-law, unless the text otherwise requires:

a. “Appoint” includes “elect” and vice versa;

b. “Board” means the Board of Directors of the Patricia Fund;

c. “Patricia Fund” means the Princess Patricia’s Canadian Light Infantry Fund;

d. “Policies and Procedures” means the administrative rules and practices created and amended by the Board from time to time with respect to the management and governance of the Patricia Fund, which rules and practices may elaborate on, but may not be inconsistent with this by-law;

e. “Property” means property of the Patricia Fund donated to, loaned, purchased or otherwise acquired by the Patricia Fund and shall include cash, bonds, life insurance policies, or residual intent in property or equitable interest in a trust, and without limitations, medals, uniforms, information, data, goods and chattels of historic value and importance connected with, or relating to the Regiment;

f. “Resolution” means a vote passed by a majority of the votes of the Board; and

g. “Signing Officer” means, in relation to any instrument, any person authorized by a resolution passed by the Board to sign the instrument on behalf of the Patricia Fund.

ARTICLE TWO – AFFAIRS OF THE PATRICIA FUND

2.1 Head Office. The head office of the Patricia Fund shall be situated in the same place or municipality or province as the Princess Patricia’s Canadian Light Infantry Regimental Headquarters.

2.2 Fiscal Year. The fiscal year of the Patricia Fund shall be the calendar year.

2.3 Committees. The Board may appoint committees whose members will hold their offices at the will of the Board. The Board shall determine the duties of such committees and may fix, by resolution, any remuneration to be paid.
2.4 **Books and Records.** The Board shall ensure that all necessary books and records of the Patricia Fund required by current and future by-laws or by any applicable statute or law are regularly and properly kept.

2.5 **Reports and Returns.** The Board shall ensure that all reports and returns required by law are duly submitted.

2.6 **Support.** Princess Patricia’s Canadian Light Infantry Regimental Headquarters shall provide support to the completion, update, maintenance and archiving of all the Patricia Fund’s records.

2.7 **Amendment of By-Laws.** The by-laws of the Patricia Fund may be repealed, amended, or added to by a majority vote of the Board of Directors at any general or extraordinary meeting of the Board.
Mr. Quentin M. Innis
Regimental Major
Princess Patricia’s Canadian Light Infantry Fund
Post Office Box 10500 Station Forces
Edmonton AB T5J 4J5

May 28, 2017

Dear Mr. Innis:

Subject: Name change - approved

We are writing in response to the request, which we received on May 17, 2017, about changing the name of Princess Patricia’s Canadian Light Infantry Regimental Fund (the Organization). We apologize for the delay in responding.

The name of the Organization has been changed to Princess Patricia’s Canadian Light Infantry Fund. Please ensure that official donation receipts are now issued in the new registered name. In addition, please ensure that the Form T3010, Registered Charity Information Return, and the financial statements are now submitted under the new registered name.

This letter should be kept as part of the Organization’s permanent records since it serves as the Canada Revenue Agency’s official notification of a change to the Organization’s registered name.

Please be advised that the amendments to the governing documents of the Organization will be addressed in a separate letter.

Do not hesitate to call us at 1-800-267-2384 if you wish to discuss this matter further. You can also write to us at the Client Service Section, Charities Directorate, Canada Revenue Agency, Ottawa ON K1A 0L5.

To receive updates when new information is added to the Charities and giving webpages, go to cra.gc.ca/lists and subscribe to the “Charities and giving – What’s new” electronic mailing list.

In order to receive the latest notices from the Charities Directorate such as the email reminder to file Form T3010, please provide us with a valid email address at your earliest convenience.

Canada
From: Mike Austdal [mailto:maustdal@hotmail.ca]
Sent: November-02-16 3:29 PM
To: Innis Maj QM@1 PPCLI@Edmonton
Cc: kfoster@shaw.ca
Subject: Re: Regimental Steering Committee Terms of Reference

Seems ok to me

Sent from my iPhone

On Nov 2, 2016, at 15:19, "Quentin.Innis@forces.gc.ca" <Quentin.Innis@forces.gc.ca> wrote:

From: Kent Foster [mailto:kfoster@shaw.ca]
Sent: November-02-16 6:17 PM
To: Innis Maj QM@1 PPCLI@Edmonton
Cc: maustdal@hotmail.ca
Subject: Re: Regimental Steering Committee Terms of Reference

This works for me.
Kent

Sent from my iPhone

On Nov 2, 2016, at 2:19 PM, <Quentin.Innis@forces.gc.ca> <Quentin.Innis@forces.gc.ca> wrote:

Sirs:

I am in the process of revising the Regimental Manual. Chapter 1, Governance and Organization, has been significantly rewritten to incorporate the changes in Regimental structures since the last version. My plan is to run it past Chair REC for his comments, then to both of you for input, and then to Gen Eyre for approval.

One item that will be included is the Regimental Steering Committee. See below for the Steering Committee ToR that Gen Eyre has drafted. He’d like to get your concurrence; following that I will insert into the revised Chapter 1 of the Regimental Manual.

The Regimental Steering Committee is a coordinating body that harmonizes and synchronizes activities across the Regimental Family. The Steering Committee is responsible to the Colonel of the Regiment for ensuring that the activities of the three Regimental Entities (the Association, Foundation, and Serving Component) support approved Regimental activities. Where two or more Regimental Entities are involved in a Regimental activity, when necessary the Steering Committee defines the supported / supporting relationships and ensures that tasks are defined and responsibilities are clearly articulated.

I should have the revised Chapter 1 out to you after Remembrance Day.

1H – 1/2
V/r,

Major QM (Quentin) Innis

Regimental Major Princess Patricia's Canadian Light Infantry (PPCLI)
Department of National Defence / Government of Canada
quentin.innis@forces.gc.ca
Tel: 780-973-4011 extension 5459
Mobile: 780 904 0207 (primary) or 780-907-4923 (secondary)

major du regiment Princess Patricia's Canadian Light Infantry (PPCLI)
Ministre de la Défence national / Gouvernement du Canada
quentin.innis@forces.gc.ca
tél: 780-973-4011 extension 5459
mobile: 780 904 0207 (primary) or 780-907-4923 (secondary)

Government of Canada | Gouvernement du Canada
CHAPTER 2

HISTORY, HERITAGE AND TRADITIONS

1. Founding Of the Regiment. The Regiment was born in Ottawa, August of 1914 as a result of the offer from Andrew Hamilton Gault to provide $100,000 to finance and equip a battalion for overseas service. On 6 August 1914 Hamilton Gault’s offer was provisionally accepted by the Canadian Government.1

2. Authority was granted on 10 August 1914 to raise and equip an infantry battalion, with the remainder of the cost being defrayed by the Department of Militia and Defence.

3. On 10 August 1914 the Charter of the Regiment was signed; the next day mobilization began. Veteran soldiers flocked from every part of Canada to enlist and eight days later, the new Regiment had a full complement of experienced officers and men. Out of 1,098 all ranks, 1,049 had seen previous service in South Africa or with the regular forces of the British Empire. Almost every unit in the British Army was represented in addition to personnel from both the Royal Navy and Marines.2

4. LCol Francis D. Farquhar, DSO, an officer of the Coldstream Guards who was Military Secretary to His Royal Highness, The Duke of Connaught and Strathearn, The Governor-General of Canada, was selected to command the new battalion. LCol Farquhar suggested that the Regiment bear the name of the Duke’s youngest daughter, Her Royal Highness Princess Patricia of Connaught. The request was made to the Princess, who graciously consented to the Regiment bearing her name. The “Light Infantry” was in homage to the irregular units that fought in the Boer War of which Hamilton Gault, a veteran of the South African War, was very fond.3

5. The full title of Princess Patricia’s Canadian Light Infantry was too long for everyday use, and the new unit became known as “PPCLI”, with “PPs” or “Pip Pips”, as the most common variants. The Regiment was best known to the general public as the “Princess Pats” or merely the “Pats”, but this partial abbreviation is discouraged within the Regiment which now prefers to be known as the “Patricias.”4

6. The Edmonton Pipe Band enlisted in Ottawa under a gallant old Highlander, Pipe-Major C. Colville. Reporting in full Highland Kit, complete with Hunting Stewart tartan, they announced to the Colonel that they had come “to pipe you to France and back again.” Colonel Farquhar was able to take them on establishment and they lightened many a march for the Regiment and proved to be stouthearted stretcher bearers in action. The Pipes and Drums of the Edmonton Police Service perpetuate the tradition with the Regiment and continue to provide support for parades and other Regimental activities.5

___________

1 Ralph Hodder-Williams, Princess Patricia’s Canadian Light Infantry 1914-1919, 2nd Ed. Toronto: Carswell Printing Company, Ltd 1968. 6. A complete list of historical references is found at Annex A to this chapter.
2 Ibid., 10.
3 Ibid., 7. Biographies of the Colonels-in-Chief can be found at Annex B.
4 Ibid., 5.
5 Ibid., 9.
FIRST WORLD WAR, 1914-18

7. The Regiment left Ottawa on 28 August 1914 and embarked from Montreal aboard the S.S. MEGANTIC. The sail was soon cancelled due to enemy action in the Atlantic and the Regiment was forced to disembark at Camp Levis, Quebec. After a few weeks of additional training, on 27 September, the Regiment again set sail from Quebec, this time aboard the R.M.S. ROYAL GEORGE. On 27 October 1914 the Regiment occupied camp on Salisbury Plain, England.

8. It was not long before British authorities found the Patricia’s to be well trained and capable of taking to the field. In early November, the Regiment moved to Winchester to join the 27th British Division as a unit of the 80th Brigade. Other units of the Brigade were all regular battalions of the British Army: 4th Battalion the Rifle Brigade, 3rd and 4th Battalions Kings Royal Rifle Corps, and 2nd Battalion King’s Shropshire Light Infantry.

9. The 27 Division landed in France on 21 December 1914 making the Patricia’s the first and only Canadian infantry regiment in a theatre of war during 1914.

10. The Patricia’s served one year with 80th Brigade (named the “Stonewall Brigade” after its defence of the Ypres Salient in May 1915). The historic battle of FREZENBERG was fought on 7-8 May 1915 at Bellewaerde Ridge. The enemy started with a massive artillery barrage that was immediately followed by a major ground assault. However, the Regiment held the front even though they were fighting from ditches and shell holes and were under fire from three sides. The Regiment came out of action commanded by Lieutenant H.W. Niven with 154 effectives. The anniversary of this famous battle is commemorated annually by the Regiment.

11. On 22 December 1915 the Regiment became a unit the 7th Brigade of the newly formed 3rd Canadian Division. Other units of the Brigade were the 42 Battalion (Black Watch), 49 Battalion (The Edmonton Regiment), and the Royal Canadian Regiment. The Regiment fought in many battles throughout the rest of the First World War and was part of the Canadian Corps which captured Vimy Ridge on 9 April 1917.

12. During the battles around Passchendaele on 30 October 1917, Lieutenant Hugh McKenzie and Sergeant George Harry Mullin both won the Victoria Cross for gallantry. The Regiment’s third Victoria Cross was won at Parvillers on 12-13 August, 1918 by Sergeant Robert Spall.

13. In November 1918, the Patricia’s were involved in pursuing the Germans and on 11 November 1918, No. 4 Company entered Mons. Shortly thereafter the Armistice was declared and the war was over.

CANADA’S PERMANENT FORCE, 1919-1939

14. On 20 March 1919, the Regiment was selected to form part of Canada’s “peace-time” army to be called the Permanent Active Militia, more commonly known as the Permanent Force. The Regiment’s headquarters, “A” and “D” Company were located at Fort Osborne Barracks in Winnipeg, Manitoba in April 1920. “B” Company was located at Esquimalt, British Columbia. Several officers and NCOs continued to serve with the Regiment during the post-war period,
including Hugh Niven, William “Shorty” Colquhoun, James Edgar, RSM Gillingham, A.G. Meachem, and J.H. “Pinky” Carvosso.6

15. The years between the wars were lean ones for the Canadian Militia, both Permanent and Non-permanent. It was a period of neglect and ever decreasing establishments. By 1924, the Regiment had been reduced to 209 all ranks. Patricias were concentrated at Sarcee Camp, Alberta, to carry out battalion training on only four occasions during these 20 years. Each summer, the Winnipeg companies went to camp, first to Camp Hughes and later to Camp Shilo to carry out company training. On the west coast, “B” Company trained at Heal’s Range and other points on southern Vancouver Island. Each year, the Regiment was also called on to provide instructors and to conduct qualifying courses for officers and non-commissioned officers of the Non-permanent Active Militia. Instructors were also provided for contingents of the Canadian Officers Training Corps at the universities of British Columbia, Alberta, Saskatchewan and Manitoba.

SECOND WORLD WAR, 1939-45

16. The Patricia’s were mobilized for active service on 1 September 1939. Recruiting in Winnipeg and on Vancouver Island, the Battalion was brought up to strength in October and concentrated in Winnipeg under the command of LCol W.G. (Shorty) Colquhoun, MC. The Regiment sailed from Halifax on 21 December 1939, on the S.S. ORAMA as part of 2nd Brigade, 1st Canadian Infantry Division.

17. On arrival in England, the Regiment moved to Aldershot Camp and spent New Year’s Eve in Cove, England. Immediately upon arrival in England, LCol Colquhoun reported to the Colonel-in-Chief at Bagshot Park. On 10 February 1940, the Colonel-in-Chief inspected her Regiment for the first time in 21 years.

18. The Regiment spent three years in the United Kingdom, most of which was spent in coastal defence and training in various parts of the country.

19. On 10 July 1943, 1st Canadian Infantry Division landed in Sicily as part of the British 8th Army. The Patricia’s were re-indoctrinated to war at Leonforte, the Regiment’s first WWII Battle Honour. Following the capture of Sicily by the Allies, the Regiment landed on Italy’s toe on 4 September 1943. The first two months were spent advancing inland (northward) with the Regiment’s progress slowed by demolished bridges and German rear guards.

20. During December 1943, the Patricia’s were heavily involved in the operations of Villa Rogatti and the Gully, winning many individual and unit honours in the process, and spent Christmas in the Ortona area. The next major offensive came at the Hitler Line, west of Monte Cassino, in late May 1944 during the Allied advance to Rome. The Regiment, the rest of the division and the recently arrived 5th Armoured Division, was now part of the newly formed I Canadian Corps. Towards the end of August, the Regiment moved back to the Adriatic and took part in the assaults on the Gothic Line, San Fortunato and Rimini. The rugged terrain and seemingly never ending river crossings took their toll; both in men and equipment.


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21. Over the next five months, the Patricia’s campaigned yet further north, in the Romagna, a wide valley crossed by numerous small and medium sized waterways, winning three more Battle Honours in the process. It was during the Italian Campaign that the Regiment renewed its traditions of professionalism, tenacity and aggressiveness that it demonstrated so aptly in WWI.

22. The Italian Battle Honours on the Regimental Colour show proof of the sacrifices made and victories gained by the rank and file of the Regiment. The Patricia’s, along with the rest of the corps, embarked en route to North-West Europe on 13 March 1945 to join the First Canadian Army already fighting there.

23. Travelling on a scenic, non-battle scarred route through southern and central France, the Regiment made its way to Boisschot, Belgium. Following eleven days of light activity, the Regiment was again on the move with 1st Canadian Division to liberate Holland, and on April 11th, the division crossed the Ijssel River, and then played an important part in the capture of Apeldoorn. The Patricia’s, having stood fast in Barneveld, were on hand as security and logistical organizers for the historic Achterveld Conference between the Allies and the Germans on April 30th. Victory in Europe (VE) Day was 5 May 1945, and on 7 May, LCol Clark and his Patricia’s and were the first Allies in Amsterdam.

24. The Regiment had fought throughout the Second World War as part of the Second Brigade with its old friends and worthy comrades, The Loyal Edmonton Regiment (formerly 49th Battalion) and the Seaforth Highlanders of Canada from Vancouver, who share many Battle Honours.

25. On 1 June 1945, a new battalion of the Regiment was authorized as part of the Canadian Pacific Force for the campaign against Japan. Its official designation was First Canadian Infantry Battalion, PPCLI, Second Canadian Infantry Regiment. They assembled in Camp Shilo but after Japan’s surrender on 15 August, the Pacific Force was disbanded. On 2 September, the new battalion was re-designated Second Battalion, PPCLI, Canadian Infantry Corps. In the meantime, the Patricia battalion in Europe returned to Winnipeg in October and was disbanded.7

CANADIAN ARMY POST-WAR

26. In 1946, the “Interim Force” was gradually abolished in order to reconstitute the Canadian Army Active Force. The Second Battalion PPCLI returned to Shilo in mid-January 1946 from Camp MacDonald. The Battalion moved to Calgary on 10 June 1946. The arrival of the Patricia’s in Calgary marked the beginning of a pleasant period in Regimental history as Currie Barracks became the new “Home Station” of the Regiment. On 1 March 1947, the Second battalion was re-designated Princess Patricia’s Canadian Light Infantry.

27. In 1948, in order to meet the requirements of a rapidly changing world, the government decided to designate a Regular Army brigade as an airborne Mobile Striking Force. In August,

the Vice-Chief of the General Staff visited the Patricia’s, as the first unit selected to train for parachute duty, seeking volunteers. “The response was no mere proportion of the unit: it was complete - 100 percent,” every officer, NCO and soldier volunteering. By spring 1949, training was complete and the PPCLI became Canada’s first peacetime parachute battalion. Many Patricia’s had already served during the Second World War in First Canadian Parachute Battalion.

THE KOREAN WAR, 1950-1953

28. On 15 August 1950, following the invasion of the Republic of Korea (ROK or South Korea) by the Chinese Communist-dominated North Korea, a Second Battalion of the Regiment was formed as part of the Canadian Army Special Force. On the same date, the serving unit was designated First Battalion. The Second Battalion trained at Sarcee (in Calgary), Wainwright and Fort Lewis, USA. On 25 November 1950 under the command of LCol J.R. Stone, DSO, MC, the battalion sailed from Seattle on the PRIVATE JOE P. MARTINEZ bound for Pusan, South Korea.

29. The Battalion arrived in Korea in December and spent the next eight weeks undergoing training in mountain warfare and small unit tactics. On 6 February 1951, the Second Battalion joined the 27th British Commonwealth Brigade, IX Corps, U.S. Eighth Army and became the first Canadian Infantry Battalion to be involved in the Korean conflict.

30. On 22 April 1951, the Chinese began a major offensive against the United Nations Forces. The Chinese immediately broke through the first line of defences, held by the 6th ROK Division. All that stood between the Chinese army and the South Korean capital of Seoul was 2 PPCLI, Third Battalion Royal Australian Regiment and A Company 72nd US Heavy Tank Regiment. All three units were tasked to defend the Kapyong Valley. The Chinese attacked in overwhelming force and eventually managed to push the Australians off their position. Second Battalion was then cut-off but held off the Chinese forces and by doing so saved Seoul and countless UN lives. In recognition of outstanding heroism and exceptionally meritorious conduct,” a United States Presidential Unit Citation was awarded to Second Battalion, the Australians and the American tank company for their actions at Kapyong on 24-25 April 1951.

31. On 25 May 1951, Second Battalion was transferred to the 25th Canadian Infantry Brigade, 1st Commonwealth Division. The Second Battalion was relieved in Korea by the First Battalion in the fall of 1951 and returned to Calgary to take over the airborne role.

32. On 30 November 1950, a Third Battalion of the Regiment was formed. This battalion trained in Wainwright, and Camp Borden and Ipperwash, Ontario. It provided replacements for both the First and Second Battalions during their tours of duty in Korea.

33. Third Battalion relieved the First Battalion in Korea in the fall of 1952 and was occupying Hill 355, “Little Gibraltar,” when the Korean War ended on 27 July 1953. After twelve months on active service, 3 PPCLI was reduced to nil strength on 8 January 1954. The CO, RSM, and selected others transferred to the Second Battalion, Canadian Guards, to form the nucleus of the new unit. Third Battalion would not be reactivated again until April 1970 when

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8 This history is a summary of G.R. Stevens, Princess Patricia’s Canadian Light Infantry 1919-1957. Montreal: Southam Printing Company Limited, date unknown, 281-375.

2-5/18
the Queen’s Own Rifles of Canada (QOR of C) was reverted to Militia. The QOR of C’s First Battalion, based in Victoria, B.C., became 3 PPCLI.

GERMANY

34. From the formation of NATO standing armies in Germany in 1950 until 1969, Canada maintained a brigade group in Germany. During this period, major units rotated to Europe for two or three year periods.

35. The Second Battalion served in Germany from October 1953 until the fall of 1955 when relieved by 1 PPCLI. First Battalion returned to Canada in the fall of 1957 and occupied Work Point Barracks on Vancouver Island.

36. During 1957, the Regimental Depot and Second Battalion occupied the new Home Station at Griesbach Barracks, in Edmonton, Alberta. Later on 10 December 1958, the Home Station was designated the Hamilton Gault Barracks in honour of the Founder and then Colonel of the Regiment, Brigadier A. Hamilton Gault, DSO, ED, CD.

37. In the fall of 1963, First Battalion once again proceeded on a tour to Germany, where they stayed until the fall of 1966 when the Second Battalion replaced them. First Battalion returned to occupy Hamilton Gault Barracks until 1968, when the unit move to Currie Barracks in Calgary. The 2nd Battalion served in Germany until September 1969 when it returned to Winnipeg. In July of 1984, 2 PPCLI returned to Germany for a four-year tour, replacing Third Battalion of The Royal Canadian Regiment (3 RCR). Canada’s commitment in Germany ended in 1994 with the closure of CFB Lahr.

UNITED NATIONS

38. The United Nations Force in Cyprus (UNFICYP) was established in 1964 as a peacekeeping force. This force was designed to maintain the peace between the Greek and Turkish Cypriot populations (each of whom claimed the disputed island as their own). In 1974, the Turkish Army invaded the northern part of the island and after a hurried reinforcement of outnumbered Greek Forces, the UN Forces re-established a separation zone (known as the Buffer Zone) between the two belligerents.

39. From 1968, when the first PPCLI unit served, Patricia battalions rotated for six-month tours of duty with other Canadian Army units until 1993 when the last Canadian unit left Cyprus. In total, battalions of the Regiment served 12 tours or a sum of six years on the Mediterranean island. Many individuals served several tours including tours with other regiments. As a result, Cyprus service and experience has become a major feature of modern Regimental history.

40. In addition to UN service in Cyprus, Patricias have served in Israel, the Golan Heights, Egypt, Lebanon, Kuwait, Iraq, the Congo, Vietnam, Central America, Angola, Somalia, Rwanda, Korea, and recently in Croatia, Bosnia, and Kosovo on various missions.

THE BALKANS (CROATIA, BOSNIA, KOSOVO)

41. The United Nations Protection Force in the Former Yugoslavia (UNPROFOR) was established in 1991 in response to the civil war between Croats, Serbs, and Bosnian Muslims. UNPROFOR was initially deployed in central Croatia but due to ethnic flare ups, Canadian units
were eventually moved south to the area around the town of Bihac, Bosnia. MGen Lewis McKenzie, a Patricia officer, had overall command of Sector Sarajevo during the worst ethnic fighting over the summer of 1992. The Third Battalion, with C Coy 2 PPCLI, was the first Patricia unit to serve and was in theatre from October 1992 to April 1993; followed by 2 PPCLI in March 1993, with the Battle of the Medak Pocket occurring September 15-16. 1 PPCLI deployed to Croatia in April 1994. As in Cyprus, Battle Groups based on different army units rotated every six months until the conclusion of the mandate in 1995.

Following the signing of the Dayton Agreement by the warring factions, Implementation Force (IFOR) and subsequently, Stabilization Force (SFOR) were established under the auspices of the North Atlantic Treaty Organization (NATO). The 2 PPCLI BG served with SFOR in 1997, 2000 and 2003. Patricia sub-units were attached to Lord Strathcona’s Horse (Royal Canadians) (LdSH (RC)) BG over the winter of 1997/98. 3 PPCLI BG served with SFOR in 2000 and 1 PPCLI BG was a part of SFOR in 2002/2003. In 1999, 1 PPCLI provided a BG, complete with tanks and artillery, to assist the NATO Kosovo Force (KFOR) in stabilizing the break-away Yugoslav province of Kosovo after the Serb army pulled out of the area due to NATO air strikes as a part of “Operation Allied Force.”

THE NEW HOME STATION AND THE CLOSING OF WORK POINT, CURRIE, AND KAPYONG BARRACKS

In 1994, 3 PPCLI moved from Work Point Barracks to CFB Chilliwack. Then in 1996, 3 PPCLI continued its move from CFB Chilliwack to CFB Edmonton, which was to become the new home station of the Regiment. 3 PPCLI was followed by 1 PPCLI between June–July 1997, which left Currie Barracks in Calgary to occupy the G.G. Brown building at CFB Edmonton. The final move saw 2 PPCLI move from Kapyong Barracks in Winnipeg to CFB Shilo between June-Aug 2004. The three battalions have remained at these bases since these moves.

AFGHANISTAN (OP APOLLO, ATHENA, ARCHER)

As a response to the events of September 11th 2001, 3 PPCLI with C-Coy, 2 PPCLI attached was sent to Afghanistan as part of Canada’s contribution to the War on Terror. It marked the first time since the Korean War that Canada had sent soldiers overseas on a combat specific operation. 3 PPCLI operated out of Kandahar Airfield (KAF) as part of the US 187th Brigade Combat Team, 101st Airborne Division. The Third Battalion performed numerous combat operations against Al-Qaeda and Taliban insurgents. The 3 PPCLI BG served on Op APOLLO from 4 February to 30 July 2002. In 2004, B Coy, 1 PPCLI and Reconnaissance Platoon, 3 PPCLI deployed as part of the International Security Assistance Force (ISAF) on Op ATHENA, ROTO 2 in Kabul, Afghanistan. Both PPCLI elements returned from the mission in February, 2005.

In 2005 the CAF moved back to southern Afghanistan, concentrating its efforts on Provincial Reconstruction Teams (PRT), Operational Mentoring and Liaison Teams (OMLT) and BG operations under Op ARCHER. The first PRT was built around B Coy, 3 PPCLI and deployed to Kandahar from July 2005 to February 2006. In February 2006, 1 PPCLI with B Coy, 2 PPCLI formed the nucleus of Task Force (TF) 1-06 and deployed as the first Canadian mechanized BG in Kandahar Province. February 2006 was also marked by the transfer of
command of Regional Command South (RC South) from U.S. Colonel Kevin Owens (173d (US) Airborne Bde) to Brigadier-General David Fraser (PPCLI). BGen Fraser commanded RC South until November 2006 however, individual augmentation from the Regiment to the multi-national HQ continued until 2011.

46. During 2006-2007, Patricia battalions supported two RCR BGs with attached Companies. In 2008 the 2 PPCLI BG deployed with the 3 PPCLI Operational Mentoring Liaison Team (OMLT) and B Coy. In 2009 a 1 PPCLI returned to Kandahar as the last Patricia BG, alongside the second 3 PPCLI OMLT. As the combat mission concluded in 2011, B Coy, 1 PPCLI deployed with the Mission Transition Task Force (MTTF) as the CAF focus once again returned to training the Afghan National Army (ANA) in Kabul. It was there that 3 PPCLI again took the lead on TF 1-11 in establishing Op ATTENTION Roto 0. The majority of 3 PPCLI was deployed for 10 months and assisted in training and fielding ANA combat units. The summer of 2013 marked the Regiment’s last major contribution to Op ATTENTION, when 2 PPCLI formed the nucleus of TF 2-13.

THE REGIMENTAL DEPOT

47. The Regimental Depot was formed in Calgary on 1 June 1953, and assumed the responsibility for receiving, equipping and training men for all battalions of the Regiment.

48. The Recruit Program comprised a total of 17 weeks training to bring the new soldier to a standard that would enable him to perform basic duties within a battalion of the Regiment. The Regimental Depot was also charged with the administration and accounting for all Regimental property and central funds and was the clearing house for all Regimental business. The Regimental Depot was disbanded on 31 October 1968. However, the function of the Depot was revived with the formation of the 1st Canadian Brigade Group (1 CMBG) Operational Training Detachment (1 OTD) at Wainwright, Alberta, in July 1974.

49. On 1 May 1981, the OTD was renamed the Princess Patricia’s Canadian Light Infantry Battle School. It was a unit of the Regiment and was tasked with training Regimental recruits to Qualification Level 3 Standard prior to their arrival in battalion. The Battle School also conducted leadership, rappel master, small arms coach, winter warfare instructor and other courses for 1 CMBG.

50. With the implementation of the Land Force Areas in 1993, the PPCLI Battle School’s days were numbered. On 19 June 1997 with Lady Patricia as the Reviewing Officer, the PPCLI Battle School was stood down in favour of the Land Force Western Area Training Centre (LFWA TC), in Wainwright. LFWA TC assumed the functions of the PPCLI Battle School in terms of training our recruits and it added armour and artillery courses and army junior leadership courses. In July 2013, the LFWA-TC transitioned to the Third Canadian Division Training Centre in accordance with direction from the Minister of National Defence.

260TH BATTALION (CANADIAN RIFLES)
CANADIAN SIBERIAN EXPEDITIONARY FORCE

9 PPCLI Archives, inventories, PPCLI Association textual records collection, Collection 1, Series 170 (PPCLI Battle School).

2-8/18
51. Perpetuation is a uniquely Canadian system that provides a means of institutionalising, for succeeding generations, the memory of the deeds and sacrifices made by soldiers who contributed to unique periods in Canada's military history. It is Canadian Forces policy that, where possible, all disbanded combat units, which have gained an honour or distinction in the field, be perpetuated. Princess Patricia's Canadian Light Infantry, in its role as the perpetuators of the 260th Battalion (Canadian Rifles) Canadian Expeditionary Force (Siberia), has been granted the Battle Honour "Siberia 1918-19" and is charged with being the official "safe keeper" of the 260th's heritage, by virtue of Chief of the Defence Staff letter: NDHQ 1065-1 (DHH Her Offr) 30 October 1997.  

52. The 260th Battalion (Canadian Rifles) Canadian Expeditionary Force (Siberia) was one of the two infantry battalions within the 16th Canadian Infantry Brigade, Canadian Siberian Expeditionary Force that was formed by an Order in Council on August 12th, 1918. It was part of an Allied force of approximately 118,000 soldiers (commanded by a Japanese general) sent to Siberia to rescue the Czech Legion and to protect allied war material stockpiles in Vladivostok from Bolshevik capture.

53. In the later stages of WWI, the Allies were shipping vast quantities of war materials to Vladivostok on Russia's east coast with a view to enhancing support to Russia’s army in the war against the central powers (Germany, Austria-Hungary, etc). Russian railway problems, however, prevented almost all of the materiel from leaving the port city and forced its stockpiling.

54. With the onset of the Russian Revolution in 1917, the Tsar's army was withdrawn from the Eastern Front to battle the Bolsheviks. Many regular Russian soldiers deserted to the Bolsheviks and the Czech Brigade (of the Tsar's army) was no longer required for war service. Czech and Slovak prisoners were released and joined with the Czech Brigade to form the Czech Legion, 60,000 strong. The Legion's only desire was to peacefully make its way across Russia, to North America, and then to Europe to establish an independent state in their homeland. The provisional Government allowed the Legion to entrain at Kiev and they began the journey to Vladivostok. Due to an incident along the route, however, a decree was issued to the effect that "Every armed Legionnaire found along the railway is to be shot on the spot." This was an effective declaration of war on the Legion by the Bolsheviks.

55. During this period, the Allies were worried about the possibility of the stockpiled war materials at Vladivostok falling into Bolshevik hands and eventually reaching Germany's arsenal. Simultaneously, they were thinking about re-opening the Eastern Front due to being hard pressed in France and Belgium. Initially, the plan was for an Allied force (approximately 100,000 strong) to land at Vladivostok, and then with the Czech Legion and loyal Russian forces, travel westward and reopen the Eastern Front, thus relieving the pressure in France. The threatening action by the Bolsheviks against the Czech Legion, however, made the protection of that group a priority, closely followed by safeguarding of the stockpiles at Vladivostok.

56. Sir Robert Borden, the Canadian Prime Minister, saw the request for Canadian troops, by Britain, as an opportunity to create "intimate relations with that rapidly developing country [Russia] and our interposition with a small military force would tend to bring Canada into favourable notice by the strongest elements in that great community (Borden was thinking about post-war trading opportunities with the countries in the Far East)."

10 Discussed by the REC at REC 115. PPCLI Archives, Fonds 60, Files 41-66.
The 260th Battalion was comprised of 1026 all ranks (42 officers and 984 men), under the command of LCol Frederick Jamieson. The company strengths were drawn from Nova Scotia and New Brunswick (A Company), Manitoba (B Company), Saskatchewan and Alberta (C Company), and British Columbia (D Company). Of the total strength, 520 men were drafted under the Military Service Act and many saw previous WWI service with the PPCLI. The Battalion formed over a two-week period in October of 1918 at Willows Camp in Victoria and began training. During this period, the Spanish influenza, carried by soldiers returning from overseas, spread like wildfire and on October 18th, the 260th Battalion reported 180 men hospitalised with the virus. In terms of personal weapons, the battalion members were initially issued the much-maligned Ross rifle however this was withdrawn in favour of the British Short Magazine Lee Enfield (SMLE) on November 25th.

The battalion embarked on the SS Protesliaus at Gordon Head near Victoria on December 26th 1918 and following a cold and stormy crossing, arrived at Vladivostok on January 15th 1919. The sea-weary men moved into the relative comfort of the recently renovated Gournestai Barracks (10 miles east of the city) and posted guards at both East and Second River Barracks.

Due to the lack of clarification of the Canadians' mission, and a growing reluctance by the Government (due to public pressure) to send the force westward (2,680 miles) to the area of Omsk, the men were kept busy doing company, battalion, and even brigade level exercises over the barren, frozen ground of the surrounding hills. Additionally, callisthenics, guard duty, and water carriage were daily activities. Fortunately, the YMCA had the foresight to send a number of representatives with the contingent. These individuals organized dances and created cinemas and canteens in each barracks. Along with an eight-team hockey league, boxing matches, sports days with other Allied contingents, concerts by "The Roadhouse Minstrels" and others, lectures and church services, the soldiers had plenty of activity to keep them busy during off duty hours.

Other than small parties of railway guards drawn from volunteers, no formed group of the 260th Battalion left the Vladivostok area during their four months in theatre and no shots were fired in anger. The last members of the Canadian Siberian Expeditionary Force left Vladivostok on 5 June 1919. Each participating unit was later awarded the Battle Honour "Siberia 1918-19;" however the only unit having this emblazoned on their colours is the Royal Canadian Mounted Police, which sent B Squadron of the Royal North West Mounted Police (RNWMP) consisting of 185 all ranks.\(^\text{11}\)

**COMMANDEING OFFICERS, REGIMENTAL SERGEANTS-MAJOR, AND OTHER REGIMENTAL APPOINTMENTS**

The list of COs, RSMs and other Regimental Appointments can be found in Annex C to this chapter.

**CELEBRATIONS**

62. There are several regular annual celebrations and anniversaries observed by the Regiment throughout the year. These are described below. Non-recurring ceremonial occasions are described in Chapter 3, Dress, Drill and Ceremonial.

63. **17 March - Regimental Day.** The celebration of the late Lady Patricia Ramsay's birthday is held on the 17th of March and is our most important Regimental celebration. Although the day was recognized during the First World War, the first recorded celebration of the Colonel-in-Chief's birthday was on 17 March 1920, at Tecumseh Barracks, London, Ontario. The Colonel-in-Chief's birthday has become the occasion for battalion parades, Broom-i-loom games, all ranks luncheons, mess dinners, Regimental balls and other appropriate activities. The day is observed by a gathering of Patricias in many locations throughout the world, wherever Patricias are serving. One event which usually takes place, even if other related activities cannot take place, is the Officers vs. senior Non-Commissioned Officers Broom-i-loo game.  

64. **Broom-i-loo.** Broom-i-loom is the traditional Regimental game played annually on Regimental Day, the 17th of March. The intent of Broom-i-loom is to build esprit de corps and to foster cohesion in a sport that is unique to the PPCLI. Normally each battalion conducts a company round-robin tournament played by all ranks, followed by the Officers versus the Senior NCOs game. The Officers/Senior NCOs game is the highlight of the day and is the one event that usually takes place, even if other related activities cannot occur. The officers and senior NCOs are the recognized experts by virtue of their longer service. They are entrusted with the responsibility of ensuring that our customs and traditions are maintained in the spirit they were intended. In order to ensure the game is played fairly and in the spirit it is meant to be; and to ensure adequate measures are in place to prevent unnecessary injury, a set of rules has been developed. The rules of Broom-i-loom are listed in Annex D to this chapter.

65. **8 May - Frezenberg Day.** The anniversary of the Battle of Frezenberg, 8 May 1915, is normally observed by the holding of a battalion parade, in conjunction with a church parade or Drumhead Service. Frezenberg commemorations began in 1920.

66. **25 April - Kapyong Day.** Every year, the Second Battalion observes the anniversary of the Battle of Kapyong on 25 April. Under normal circumstances it is the occasion for a battalion ceremonial parade, at which time the United States Distinguished Unit Citation is read and the battalion renews its pledge to honour those men who sacrificed their lives on the night of 24-25 April 1951.

67. **10 August - Regimental Birthday.** On the 10th of August each year, Princess Patricia's Canadian Light Infantry observe the anniversary of the date of the Formation of the Regiment - 10 August 1914.

68. **21 September - San Fortunato Day.** The Regimental Executive Committee passed a motion brought forth by the Association President at REC 104 in April 1992 that the Regiment would recognize a Fall Regimental Day. The anniversary of the Battle of San Fortunato, 21 September 1944, was selected as the appropriate day. This day is normally observed by the

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13 The Patrician, Number 5, April 1938.
holding of a battalion parade or other suitable event. The first year this day was celebrated was 1993.14

ALLIANCES AND AFFILIATIONS

69. The Rifles. On 1 April 1924, authority was given for the alliance of Princess Patricia's Canadian Light Infantry with the Rifle Brigade (Prince Consort's Own) (GO 58/1925). Common associations in this case were many. The Duke of Connaught, formerly a Rifle Brigade officer who had served in Canada, was Canada's Governor-General from 1911 to 1916. He was Colonel-in-Chief of the Rifle Brigade for sixty years. His youngest daughter, Princess Patricia, had given her name to the Regiment. LCol Buller, the Regiment's first Adjutant and, later, second CO was a Rifle Brigade Officer. The Regiment fought for twelve months during the First World War, shoulder to shoulder, with the Rifle Brigade.15 These very strong bonds of "family interests" led to the alliance between the Regiment and the Rifle Brigade.

70. The Rifle Brigade was formed in 1800. The Regiment has a distinguished record of active service including Copenhagen, the Peninsular War, Waterloo, the Crimea, South Africa, First and Second World War. The Brigade was garrisoned in Canada at Fort Henry from 1847 to 1849 and from 1850 to 1852. As a result of the British Army cuts in strength and changes in establishments in 1958, the Rifle Brigade was brigaded with the King's Royal Rifle Corps and the Oxfordshire and Buckinghamshire Light Infantry (43rd and 52nd) to form the Royal Green Jackets. The three battalions perpetuated the antecedent regiments as follows:

   a. First Royal Green Jackets (43rd and 52nd);

   b. Second Royal Green Jackets (King's Royal Rifle Corps); and

   c. Third Royal Green Jackets (The Rifle Brigade).

71. Former regimental designations were dropped from the battalion names in 1969, and the Regiment was reduced to two Regular battalions in 1992, receiving a new Territorial Army (TA) battalion through the grouping together of the various Royal Green Jackets (RGJ) companies of the Royal Rifle Volunteers and the London Regiment.

72. In November 2005, it was announced that The Light Infantry and the RGJ, would be merged with the Devonshire and Dorset Light Infantry and Royal Gloucestershire, Berkshire and Wiltshire Light Infantry (RGBW) by the end of 2007 to form a single large regiment to be called The Rifles. The new regiment was to contain five Regular Battalions and two TA Battalions. The reorganization into "The Rifles" took effect on 1 February 2007 as follows:

   a. **First Battalion.** An amalgamation of the 1st Battalion, Devonshire and Dorset Light Infantry and the 1st Battalion, Royal Gloucestershire, Berkshire and Wiltshire Light Infantry;

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15 Hodder-Williams, 6.
b. **Second Battalion.** A re-designation of the 1st Battalion, Royal Green Jackets;
c. **Third Battalion.** A re-designation of the 2nd Battalion, The Light Infantry;
d. **Fourth Battalion.** A re-designation of the 2nd Battalion, Royal Green Jackets;
e. **Fifth Battalion.** A re-designation of the 1st Battalion, The Light Infantry;
f. **Sixth (TA) Battalion.** A re-designation of the Rifle Volunteers; and
g. **Seventh (TA) Battalion.** A re-designation of the Rifle Volunteers minus the Princess of Wales Royal Regiment, plus the Royal Green Jacket companies of the London Regiment.\(^{16}\)

**OUR ALLIED REGIMENT - THE ROYAL AUSTRALIAN REGIMENT**

73. On the 6 September 1977, Her Majesty approved the institution of an alliance between the Royal Australian Regiment (RAR) and PPCLI. This affiliation was proposed to and approved by the Regimental Executive Committee in September 1973.\(^{17}\)

74. The association began in Korea and the bond was cemented at Kap’yong during the night of 24-25 April 1951, when the Third Battalion RAR, the Second Battalion PPCLI and A Company, 72nd Heavy Tank Battalion (US) each won the Presidential Unit Citation while serving with the 27th British Commonwealth Brigade.

75. The RAR was formed in 1948 and has seen distinguished service in Korea 1950 - 1956, Malaya and Borneo 1955 - 1966, Vietnam 1965 – 1973, Iraq 2003-2005 and Afghanistan 2005-current date. In August 2006 the government announced that the RAR would expand from five to seven battalions, the structure of the RAR changed as follows: Regimental Headquarters, 1 RAR (light), 2 RAR (light), 3 RAR (Para Bn), 5 RAR (Mechanized), 6 RAR (Motorized), 7 RAR (Mechanized), and 8/9 RAR (Motorized). In 2009, 4 RAR was renamed 2nd Commando Regiment, and as such, is no longer part of the RAR. Rather than being disbanded, 4 RAR was placed in 'suspended animation' and remains on the army's order of battle.

**AFFILIATED REGIMENT - THE LOYAL EDMONTON REGIMENT (4 PPCLI)**

76. On 19 October 1954, The Loyal Edmonton Regiment (LER) was affiliated with PPCLI as the Third Battalion, in accordance with Canadian Army policy to affiliate Militia regiments with Regular Force regiments. The two regiments had fought together in the two World Wars and conveniently, both the Second Battalion and the Regimental Home Station were located in Edmonton from 1957 to 1968.

\(^{16}\) The Rifles website www.army.mod.uk/infantry/regiments/23448.aspx
\(^{17}\) REC 70, 14 Sep 1973, 254(83)-1, para 21.

2-13/18
77. The LER, formally the 49th Battalion, was formed in Edmonton for overseas service on 4 January 1915 under command of Lieutenant-Colonel W.A. Griesbach (later Major-General W.A. Griesbach, CB, CMG, DSO, CD). Following the First World War, the 49th Battalion was disbanded. On 22 March 1920, the 1st Battalion, The Edmonton Regiment was formed as part of the Non-Permanent Active Militia and it perpetuated the 49th Battalion.

78. After the outbreak of the Second World War, a war substantive battalion was raised and went overseas as part of the Canadian Active Service Force, while a reserve battalion remained in Edmonton. The change in name from The Edmonton Regiment to The Loyal Edmonton Regiment was effective 7 July 1943. After the Second World War the Regiment was demobilized. The Regiment is now a member of the Canadian Armed Forces (Reserve Force) stationed in Edmonton. In the general announcement made on the 19th of September 1969, advising that the First Battalion Queen’s Own Rifles of Canada would be designated the Third Battalion, PPCLI in the Order of Battle, The LER was re-designated 4 PPCLI.18

AFFILIATION WITH ST. MARY’S BAND

79. Saint Mary's Band was formed in 1903 as a youth outreach program of Saint Mary’s Anglican Church. It provided music services to Saint John, NB until 1917 when two thirds of its members enlisted and went overseas as the Band of the 140th Battalion. In England they became the first brass band of Princess Patricia's Canadian Light Infantry and were then sent to France. In France the Bandmaster, C. H. Williams was killed and his brother, Harold, was appointed to replace him. Three members of the Band lost their lives during the First World War. In February 1919, the Band was recalled to England to play for the wedding of Princess Patricia.19

80. The St. Mary's Band is still in existence and is now known as the St. Mary's Community Band and is very active within St. John in promoting music programs for local youth. The St. Mary's Community Band continues to wear the Regimental Ascot and Tie as authorized by the Regimental Executive.20

PIPE BAND, 1914 - 1919

81. Lieutenant-Colonel F.D. Farquhar, DSO, our first Commanding Officer, was constantly in and around the Ottawa railway station during the arrival of recruits who flocked into Ottawa to join the Regiment during the original recruitment, 11 to 19 August 1914. On one occasion, Pipe-Major John Colville, stepped out of one of the coaches and presented himself to the Colonel and is quoted as saying, “I've come to pipe you to France and back, Sir, if you'll have me." The Commanding Officer's reply is not recorded but presumably would have been along the lines of, “Certainly, it will be good to have a Piper in the Regiment.”

82. On this reply the Pipe-Major turned back to the coach and with a stentorian bellow of his Scottish brogue turned out the entire Edmonton Pipe Band wearing full Highland kit and the Hunting Stewart tartan provided, with their pipes, by the St Andrew's Society of Edmonton. Volume I of the Regimental History records: "Colonel Farquhar was able to take them on the

18 Authorities for designation were CAO 76-3, Pt 'B', Supplemental Issue No. 412/54 19 October 1954 and CFOO 70/15 1 April 1970.
20 REC 194, 8 May 1987.
establishment, and they lightened many a march for the Regiment over the hard French roads and proved stout-hearted stretcher-bearers in action.”21 The Pipe Band led the Regiment through the streets of Ottawa, on 19 March 1919, upon their return to Canada. The Band was demobilized the following day with the Regiment.

AFFILIATION OF EDMONTON POLICE SERVICE PIPE BAND

83. Although the Regiment was immediately reconstituted in the Permanent Active Militia, the Pipe Band did not accompany them. However, Major Louis Scott, DCM, late PPCLI, was raising C Company of the Edmonton Regiment and recruited the Pipe Band into his company under Pipe-Major Lains (formerly 262 Pipe Sgt H Lains, PPCLI, wounded at Frezenberg). There the Pipe Band was reconstituted and was re-equipped by LCol Hamilton Gault.

84. During the period between the wars, the tradition of having pipers in the Regiment was maintained. Although there was no establishment for pipers, each Company trained and maintained them from within their own resources. During the Second World War, each company had pipers.

85. The formation of the City of Edmonton Pipe Band in 1961 afforded the Second Battalion, and subsequently the First Battalion, an opportunity to renew the Regiment's association with the pipes, and in particular a pipe band from Edmonton; a fondness for which had existed since the First World War. On 4 February 1972, with the authority of the REC, the City of Edmonton Police Pipe Band were given the authority to wear the PPCLI cap badge on the crest of their sporrans; the Drum-Major and the Pipe-Major to wear the Officers' badge and the remainder to wear the other ranks' cap badge.22 On 20 May, 1990, during the celebration of the LER, The City of Edmonton Police Pipe Band was presented replicas of the original 49th Battalion C.E.F. Pipe Band Cap Badge, to be worn on the belt buckle of the Drum Major and band members.23

ROYAL CANADIAN ARMY CADET CORPS, AFFILIATED CORPS

86. The Regiment lends its name and provides support to 13 Royal Canadian Army Cadet Corps. The support varies from the provision of uniform accoutrements and cap badges, to specialist instructors and training equipment as requested and available, to inspecting officers for cadet corps annual inspections. The 13 corps affiliated with the Regiment and their affiliated battalion are as follows:

a. 533 RCAC (Tommy Prince) PPCLI - Winnipeg, MB (2 PPCLI);

b. 2483 RCAC PPCLI - Esquimalt, BC (3 PPCLI);

c. 2551 RCAC PPCLI - Edmonton, AB (3 PPCLI);

21 Hodder-Williams, 8.
22 Regimental Executive Committee Meeting Minutes, 9 Sep 1971, PPCLI Archives 254(80), p 2-19 para 227.4.

2-15/18
d. 2554 RCAC PPCLI - Calgary, AB (1 PPCLI);
e. 2685 RCAC LER - Whitehorse, YT (LER);
f. 2701 RCAC PPCLI - Winnipeg, MB (2 PPCLI);
g. 2748 RCAC LER - Fort Smith, NT (LER);
h. 2757 RCAC PPCLI - Fernie, BC (1 PPCLI);
i. 2837 RCAC PPCLI Cadet Corps - Yellowknife, NT (3 PPCLI);
j. 2901 RCAC (Estevan Elk's Club) PPCLI - Estevan, SK (1 PPCLI);
k. 2943 RCAC PPCLI - Campbell River, BC (3 PPCLI);
l. 3003 RCAC (Battle River) PPCLI - Edgerton, AB (WATC); and 
m. 2276 RCAC PPCLI – Fort St. John, BC (Applied for affiliation).

MESS FUNCTIONS

87. Mess functions are conducted in accordance with well-established CF customs and practices. Within the Regiment, certain unique customs and procedures are practiced which distinguish functions from other regiments and formations. The two most common Mess functions are Mess Dinners and Mixed Dining-Ins. A Mess Dinner is a formal function for serving Mess Members and their selected quests. A Mixed Dining-In is a dinner at which spouses and other guests are invited. While the conduct of Mess Dinners and Mixed Dining-Ins across the CF are fairly similar, there are certain aspects of conduct practiced within the Regiment that are different.

88. Grace. While there is no official Regimental grace, the simple grace “For what we are about to receive, we thank God” will suffice.

89. Port. At the conclusion of the meal, the silver, china and linen are removed from the table. The Port is then placed before the President of the Mess Committee (PMC) and the Vice PMC (Mr. Vice) and at other such points as will ensure smooth service. The PMC will pour into his own glass and pass the decanter to his left. This is the signal for all decanters to be put into motion. The decanters are passed from right to left until all decanters arrive at their originator. The decanter may be placed on the table after each pouring. The Port is not sipped or drunk until the toasts are conducted.

90. Toasts. The following formats are used for toasts within the Regiment:

a. The Sovereign:

   (1) PMC. “Mr. Vice, The Queen.”
(2) Mr. Vice. “Mesdames et Messieurs, la Reine du Canada.” All members rise.

(3) Band. The band plays God Save the Queen complete.

(4) Response. “The Queen.” In keeping with custom, officers of field rank and above may add, “God bless her” to the Loyal Toast.

b. The Colonel-in-Chief:

(1) PMC. “Mr. Vice, our Colonel-in-Chief, The Right Honourable Adrienne Clarkson.”

(2) Mr. Vice. “(Ladies and) gentlemen, Madame Clarkson.” All members rise.

(3) Band. The band plays the opening bars of the “Ric-A-Dam-Doo;” and

(4) Response. “Madame Clarkson.”

c. The Rifles:

(1) PMC. “Mr. Vice, the Allied Regiment.”

(2) Mr. Vice. “(Ladies and) gentlemen, The Rifles.” All members rise.

(3) Band. The band plays the eight bars of “I’m Ninety-Five.”

(4) Response. “The Rifles.” In keeping with custom, officers of field rank and above may add “The Rifle Brigade” in recognition of the original association of that regiment with PPCLI. The accompanying Rifle Brigade march is played for the same reason.

d. The Royal Australian Regiment:

(1) PMC. “Mr. Vice, our Allied Regiment.”

(2) Mr. Vice. “(Ladies and) gentlemen, The Royal Australian Regiment.” All members rise.

(3) Band. The band plays the first 16 bars of the “Waltzing Matilda.”


e. Our Spouses and Partners. This toast is proposed only during a Mixed Dining-In or other such functions, when spouses are present. It is customary that the PMC select a mess member (in advance) to propose a toast to the ladies. This
individual shall prepare a fitting monologue in recognition of the role our ladies play in our careers or service. No music shall follow the toast.

(1) **PMC.** “Maj/Capt/Lt, Our Spouses and Partners.”

(2) **Maj/Capt/Lt:** Presentation of Toast (all except the presenter remain seated).

(3) **All Members.** Stand and respond: “Our Spouses and Partners.”

f. **The Fallen.** At Mess dinners and formal Mixed Dining-Ins, a place will be set for the fallen. In addition, the PMC will call upon an officer or soldier to present a monologue about the significance of the setting. No music shall follow the toast.

(1) **PMC.** “Maj/Capt/Lt, our fallen comrades.”

(2) **Maj/Capt/Lt.** Presentation of monologue (Annex E) and Toast to the Fallen (all except the presenter remain seated).

(3) **All Members.** Stand and respond: “Our Fallen Comrades.”

91. **Marches.** The CF custom of playing marches after the toast will be practiced within the Regiment at unit Mess Dinners and Mixed Dining-Ins if desired, including occasions when only Regimental and service corps personnel are in attendance. While singing during the toasts is not acceptable, singing during the Regimental March is strongly encouraged.

92. **Speeches.** After-dinner speeches are not customary within the Regiment. Normally speeches or other presentations are either completed before entering the dining room for dinner, or immediately following the introduction and seating of the head table.

93. **Post-dinner activity.** Upon departure of the Head Table and other attendees, it is customary for the junior subalterns to remain in the dining room following an officers’ Mess Dinner and to engage in activities as arranged by the Senior Subaltern.

**ANNEXES**

A. HISTORICAL REFERENCES
B. C-IN-C BIOGRAPHIES
C. APPOINTMENTS
D. RULES OF BROOM-I-LOO
E. TOAST TO THE FALLEN

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Toasts delineated in REC 12 April 1970. PPCLI Archives 254(77)-1.

2-18/18
HISTORICAL REFERENCES

1. The complete official history of the Regiment can be found in the following books:
   e. Mainprize, R.B. Major. Princess Patricia’s Canadian Light Infantry 1939-1945. Volume IV. The Roll of Honour and Nominal Role 1939-1945; and

2. Unofficial histories of the Regiment include:
   e. The First Seventy-Five Years, by Regimental Headquarters, PPCLI, 1989;
   h. Williams, Jeffery. First in the Field, Gault of the Patricia’s. Vanwell Publishing, 1995;
Annex A
Chapter 2
PPCLI Regimental Manual
30 Jan 18


COLONEL-IN-CHIEF BIOGRAPHIES

1. **Princess Patricia of Connaught**. Her Royal Highness Princess Patricia of Connaught (17 March 1886 - 12 January 1974) was the younger daughter of Prince Arthur, Duke of Connaught, the third son of Queen Victoria. Her mother was Princess Louise Marguerite of Prussia. Her elder siblings were Prince Arthur of Connaught and Princess Margaret of Connaught, later Crown Princess Margaret of Sweden. She was christened Victoria Patricia Helena Elizabeth. She was named Victoria after Queen Victoria, and Patricia, the Saint of her birth. Informally, she was known as Patsy.

2. Princess Patricia of Connaught travelled extensively in her early years as her father was posted to India with the army prior to assuming his post in Canada. In 1911, the Duke of Connaught was appointed Governor General of Canada. Princess Patricia accompanied her parents in their role to Canada, where she became very popular.

3. At the time of founding, LCol Farquhar suggested that the Regiment bear the name of the Duke’s youngest daughter. The request was made and the Princess graciously consented. The Regiment would not only bear her name, but also carry its badge and colours that were personally designed by Princess Patricia. She was officially named Colonel-in-Chief of Princess Patricia’s Canadian Light Infantry (PPCLI) on 22 February 1918 and held that appointment until her death. As the Regiment’s Colonel-in-Chief, she played an active role in the Regiment until her death. She was succeeded in 1974 by her cousin and goddaughter the Right Honourable Lady Patricia Brabourne, who became the Countess Mountbatten of Burma.

4. She was Lady of the Imperial Order of the Crown of India (CI), a member of the Royal Order of Victoria and Albert (ODM) and a Dame of Justice of the Order of St. John of Jerusalem.

5. The question of Patricia's marriage became a very hot topic of conversation in Edwardian times. She was matched with various foreign princes, including the future Kings of Portugal and Spain; and Grand Duke Michael of Russia, a brother of Tsar Nicholas II. However, in the end, her choice of husband was not of the royal blood, but a commoner. She married a naval officer, Commander (later Admiral) Sir Alexander Ramsay (29 May 1881 - 8 October 1972), one of her father's aides de camp, and third son of the Earl of Dalhousie. She was married at Westminster Abbey on 27 February 1919. On the her wedding day, Princess Patricia of Connaught voluntarily relinquished the style of Royal Highness and the title of Princess of Great Britain and Ireland and assumed the style of "Lady Patricia Ramsay" with precedence immediately before the Marchionesses of England. She was not obligated to renounce her royal title. Rather, she wished to have a social status and rank closer to that of her husband. She made this discussion with the concurrence of the Duke of Connaught and King George V. Despite her loss of royal title, she remained a member of the British Royal Family, remained in the line of succession, and attended all major royal events including weddings, funerals, and the coronations of King George VI and Queen Elizabeth II in 1937 and 1953, respectively.

6. Lady Patricia was an accomplished artist and specialized in watercolours. The subjects of her works were based on her travel to tropical countries. Her style was influenced by Gauguin and Van Gogh because she studied under A.S. Hartrick who had known the artists. She died at Ribsden Holt, Windlesham, Surrey before her 88th birthday and a year and a half after her husband. Lady Patricia Ramsay and Admiral Alexander Ramsay are buried at Frogmore Royal Burial Ground.
7. Her only child, Captain Alexander Ramsay of Mar (21 December 1919-20 December 2000), served in the First World War, where he lost a leg in action in North Africa. He lived at Cairnbulg Castle in Aberdeenshire with his wife Flora Fraser, 21st Lady Saltoun (18 October 1930-), the only daughter of Alexander Fraser, 20th Lord Saltoun.

8. The Right Honorable Countess Mountbatten of Burma (Lady Patricia). Known as Lady Patricia to the Regiment, the Countess Mountbatten of Burma was born in London, England on February 14, 1924, the daughter of Lord Louis Mountbatten and Edwina Ashley and the elder sister of Lady Pamela Hicks. She is a third cousin to Queen Elizabeth II; first cousin to Prince Philip, Duke of Edinburgh; and Godmother to Prince Charles, Duke of Wales. On 26 October 1946, she married John Knatchbull, 7th Baron Brabourne, who at the time was an officer in the Coldstream Guards. They had 8 children.

9. Lady Patricia became the second Colonel-in-Chief of Princess Patricia’s Canadian Light Infantry on 15 June 1974. She succeeded her cousin, the Lady Patricia Ramsay, formerly HRH Princess Patricia of Connaught, for whom the Regiment was named in 1914 when her father, the Duke of Connaught, was Governor General of Canada. Like her predecessor, she immediately developed a strong affection for the Regiment and a genuine interest in the welfare of all Patricia soldiers and their families. In return, the members of her Regiment greatly admired her elegance and embraced her down-to-earth approach and great sense of humour. She is revered and will continue to be within the Regiment.

10. She visited the Regiment frequently and attended all important Regimental events. Often accompanied by members of her family, she visited the soldiers serving on the front line during United Nations operations in Cyprus, Bosnia and Croatia. Focusing on the training undertaken by the Regiment, she frequently attended training exercises and considered a trip to Resolute Bay, Nunavut to observe soldiers undergoing winter warfare training as one of the highlights of her tenure as Colonel-in-Chief. She was an inspiration to Patricia soldiers and knew hundreds of them by name.

11. On the death of her father in 1979, she assumed the Earldom as Countess Mountbatten of Burma. At her request, her form of address remained as Lady Patricia for the members of her Regiment, an indication of her special affection for her soldiers. She often welcomed Patricias to her home in Mersham and made a point of inviting any who visited England to drop in and see her.

12. Lady Patricia was educated in Malta, New York and England. In 1943, at age 19, she joined the Women's Royal Naval Service as a Signal Rating and served in Combined Operations in the UK and then Supreme Allied Headquarters, South East Asia. It was during this time, she met Lord Brabourne, an aide to Lord Mountbatten. In 1973 she was appointed Deputy Lieutenant for the County of Kent and also served as a magistrate. She was active in numerous organizations, among them; a Patron to the SOS Children's Villages UK, a Dame of the Order of St John, Patron to the Countess Mountbatten's Own Legion of Frontiersmen of the Commonwealth, and an active supporter of the Lions International Blood Research Appeal (LIBRA). She has maintained a deep interest in the King’s College Hospital and in health matters, and is a strong supporter of the Child Bereavement Charity.

13. Lady Patricia was aboard the family boat off Sligo, Ireland on 27 August 1979 when it was blown up by the IRA during the assassination of Lord Mountbatten. The blast killed her fourteen-year-old son Nicholas; her father, Lord Mountbatten; her mother-in-law, the Dowager Baroness Brabourne; and fifteen-year-old Paul Maxwell, an Irish boat boy. Although critically wounded, she survived the blast as did her husband and their son Timothy, Nicholas’ twin brother. Despite the terrible ordeal, she said later
that she never felt any bitterness toward the assassins: “If you are bitter, it consumes you, your family and the people around you. If my father had survived he would have felt the same.” Lord Brabourne died at home of natural causes in September 2005.

14. On 17 March 2007, in a ceremony in Edmonton, Alberta Lady Patricia was succeeded as Colonel-in-Chief of the PPCLI by The Right Honourable Adrienne Clarkson. She is the Honorary Patron of the PPCLI Association and remains very interested in the welfare of the Regimental family. For her outstanding 33 years of service as Colonel-in-Chief of Princess Patricia’s Canadian Light Infantry, she was awarded the Meritorious Service Cross by the Governor General of Canada on 27 August 2007. She resides in Mersham, UK.

15. Lady Patricia died in her sleep at her home in Kent during the night of 13 June 2017. She was buried with full honours at a service at St Paul’s Church in Knightsbridge, attended by Her Majesty the Queen and other members of the Royal Family. Members of 2nd Battalion provided the bearer party, and the COR, MGen (ret’d) Brian Vernon, read a eulogy on behalf of the Regiment. The C-in-C, Madame Clarkson, attended the family funeral in Kent.

16. The titles of the former Colonel-in-Chief’s children are as follows:

   a. Baron Brabourne (known until 2005 as Lord Romsey) and his wife, Baroness Brabourne;
   b. The Honourable Michael John Knatchbull;
   c. The Baroness Hubert du Breuil;
   d. The Lady Amanda Ellingworth;
   e. The Honourable Philip Knatchbull; and
   f. The Honourable Timothy Knatchbull.

17. The Right Honourable Adrienne Clarkson. The Right Honourable Adrienne Clarkson, PC, CC, CMM, COM, CD was appointed PPCLI Colonel-in-Chief 17 March 2007.

18. Universally acknowledged to have transformed the post of Governor General, Adrienne Clarkson was born in Hong Kong in 1939 and came to Canada as a refugee with her parents William and Ethel Poy in 1942. They settled in Ottawa, where she attended public schools until graduating from Lisgar College Institute in 1956. She obtained an honours B.A. in English Literature from the University of Toronto’s Trinity College and later completed an M.A. Madame Clarkson has also had a life-long interest in the French language. She did post-graduate work at the Sorbonne in France and is fluently bilingual.

19. A leading figure in Canada’s cultural life, Madame Clarkson has had a rich and distinguished career in broadcasting, journalism, the arts and public service. She worked as host, writer and producer of several influential programs on CBC Television, including Take Thirty, Adrienne at Large, and The Fifth Estate from 1965 to 1987. An eminent writer, she has authored five books and contributed numerous
articles to major newspapers, magazines and anthologies across Canada. She served as the first Agent-General for Ontario in Paris from 1982 to 1987, promoting Ontario’s business and cultural interests in France, Italy and Spain. She was President of McClelland and Stewart from 1987 to 1988. In 1988, she became the Executive Producer, Host and Writer for the programs Adrienne Clarkson’s Summer Festival and Adrienne Clarkson Presents. These duties kept her busy for the next 11 years. During this period, she also directed several films including Artemisia (1992), the story of one of Western Art’s greatest women painters, Artemisia Gentileschi and The Lust of His Eye: the life of James Wilson Morrice (1996), arguably one of Canada’s greatest internationally known artists of the early 20th Century.

20. She also served as Chairwoman to the Board of Trustees for the Museum of Civilization in Hull, Québec and as President of the Executive Board of the International Music Centre (IMZ), the international audio-visual association of music, dance, and cultural programmers based in Vienna, Austria. In 1991, she chaired the jury for the Banff Television Festival at Banff, Alberta. Her work has been recognized with dozens of awards in Canada, the United States and Europe including 26 honorary doctorates. She was also appointed as a Senior Fellow at Massey College, University of Toronto, and as an Honorary Fellow of the Royal Society of Canada, the Royal College of Physicians and Surgeons, Trinity College, and the Royal Architectural Institute of Canada. She was also honoured abroad with the Grand Cross of the Order of Pleiades from France (2001) and the Order of Friendship of the Russian Federation (2006), the only Canadian to be so honoured. She has been active on cultural juries since leaving office in 2005 including chairing the first two Man Asian Literary Prizes established in Hong Kong in 2007. She also juried the Giller Prize for Fiction in 2006 and served on the jury of the Gold Medal for Architecture given by the Royal Architectural Institute.

21. Madame Clarkson was sworn in as Canada’s 26th Governor General on 7 October 1999. Her tenure as Governor General was remarkable for the considerable attention she brought to the courage and commitment of Canada’s Armed Forces. She visited and inspired troops in Kosovo, the Persian Gulf and Afghanistan and moved and educated Canadians with her tributes to the Unknown Soldier and Canada’s war veterans. Particularly memorable was her role in comforting the nation and the families of the four soldiers killed in the tragic “friendly fire” incident in April 2002. She demonstrated her commitment to the families of Canadian soldiers by traveling to Germany to visit with the wounded and attending memorial ceremonies for soldiers killed in action. In the process, she increased our vigilance to Canada’s commitment to international peace and security.

22. Her passionate interest in Canada’s North and in the circumpolar nations as a whole led to a hugely successful state visit to the Russian Federation, Finland and Iceland in 2003. She then established the Governor General’s medal for the North just before leaving Rideau Hall and serves as chair of the jury choosing the annual winner who has contributed outstandingly to our understanding and development of the North.

23. On 17 March 2007 she became Colonel-in-Chief of Princess Patricia’s Canadian Light Infantry (PPCLI), the first Canadian to be Colonel-in-Chief of a Canadian regiment. Two of the battalions of PPCLI is garrisoned in Edmonton, Alberta and has been serving in Afghanistan. She visited the 2nd Battalion there in Kandahar in August 2008.

24. Madame Clarkson actively promoted tolerance, acceptance, belonging and public responsibility in her work as Governor General and as a broadcaster, writer, diplomat and cultural champion. National Post Columnist John Fraser remarked that Adrienne Clarkson has the ability, unique among public officials, of making Canadians feel good about themselves and their country. This talent was recognized
by the Blood Tribe of Alberta who adopted her as an honorary chief. Madame Clarkson is proud to retain her new title “Grandmother of Many Nations.” Her official titles include membership in the Queen’s Privy Council for Canada (PC), Companion of the Order of Canada (CC), Commander of the Order of Military Merit (CMM), Commander of the Order of Merit of the Police Forces (COM) and the Canadian Forces Decoration (CD).

25. Madame Clarkson is married to John Ralston Saul, the son of Colonel William John Saul, a veteran of the Second World War, who participated in the D-Day invasion and later served as an officer in Princess Patricia’s Canadian Light Infantry. Her bestselling memoir, Heart Matters, was received with acclaim when it was published in the fall of 2006. In March 2009 her biography of Dr. Norman Bethune appeared in the Extraordinary Canadians Series published by Penguin Canada.

26. Since leaving the office of Governor General, Adrienne Clarkson has founded the Institute for Canadian Citizenship (ICC) and chairs it with her husband, John Ralston Saul. The institute’s purpose is to help acculturate new Canadian citizens into mainstream Canadian life through initiatives such as community citizenship ceremonies with roundtable discussions, cultural vouchers to introduce new citizens to cultural activities and museums, and a programme to increase awareness and use of our wilderness parks. Her social activism continues with her serving as patron of Pathways to Education in Regent’s Park and as Honorary Patron to Bridgepoint Health Centre, an innovative and unique center for treatment of chronic illness, aging and urban aboriginal health.

27. There are two public schools named after her: Adrienne Clarkson Elementary School in Barrhaven, Ottawa and Adrienne Clarkson School in Richmond Hill, Ontario. The Clarkson Laureateship for Public Service is awarded to two post-graduate fellows at Massey College at the University of Toronto. The Clarkson Cup for Women’s Hockey was inaugurated in March 2009, a gift which she has made to encourage the growth of women playing hockey.

28. In writing, members of the Regiment will generally use the ‘social’ form of address:

   a. Envelope. The Right Honourable Adrienne Clarkson, PC, CC, CMM, COM, CD (Address as provided by RHQ);

   b. Salutation. “Dear Madame Clarkson,” and

   c. Closing. “Yours sincerely.”

30. When speaking to the Colonel-in-Chief, she is firstly addressed as “Madame Clarkson,” thereafter as “Madame Adrienne” or “Ma’am.” When being referred to either in writing or verbally the appropriate form is “Madame Clarkson” not “Madame Adrienne.” John Ralston Saul is to be addressed as “Mr. Saul” or “Sir.”
### Commanding Officers – First Battalion

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<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Appointment Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>LCol D. C. Cameron, DSO, ED</td>
<td>15 Aug 1950 – 14 Sep 1950</td>
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<td>2</td>
<td>LCol N. B. Wilson-Smith, DSO, MBE, CD</td>
<td>16 Sep 1950 – 20 Apr 1952</td>
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<td>3</td>
<td>LCol J. R. Cameron, OBE, CD</td>
<td>1 May 1952 – 10 Apr 1955</td>
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<td>LCol T. DeFaye, MBE, CD</td>
<td>1 May 1955 – 28 Jan 1959</td>
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<td>5</td>
<td>LCol J. C. Allan, DSO, MBE, CD</td>
<td>11 Apr 1961 – 12 Aug 1962</td>
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<td>6</td>
<td>LCol R. F. Bruce, MBE, CD</td>
<td>11 Apr 1961 – 12 Aug 1962</td>
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<td>12</td>
<td>LCol J. L. Sharpe, CD</td>
<td>20 Jul 1973 – 21 May 1975</td>
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<td>13</td>
<td>LCol K. R. Foster, OMM, CD</td>
<td>21 May 1975 – 12 Aug 1977</td>
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<td>19</td>
<td>LCol V. W. Kennedy, OMM, CD</td>
<td>15 Jul 1987 – 16 Aug 1989</td>
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<td>23</td>
<td>LCol S. M. Bryan, CD</td>
<td>10 Jul 1997 – 1 Oct 1999</td>
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<td>30</td>
<td>LCol W. H. Fletcher, SMV, CD</td>
<td>15 July 2010 – 21 June 2012</td>
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<td>32</td>
<td>LCol M. J. Stalker, MSM, CD</td>
<td>14 Aug 2014 – 5 Nov 2015</td>
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<tr>
<td>33</td>
<td>LCol L. W. Rutland, OMM, MSM, CD</td>
<td>5 Nov 2015 – Present</td>
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### Commanding Officers – Second Battalion

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<tr>
<th>No.</th>
<th>Name</th>
<th>Appointment Dates</th>
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1 For the names and backgrounds of the Commanding Officers prior to 1950 refer to Annex C Appendix 1.
35. LCol, S. C. Waters, CD 5 Oct 1953 – 11 Aug 1957
36. LCol V. R. Schjelderup, DSO, CD 12 Aug 1957 – 10 May 1960
47. LCol J. S. Bremner, OMM, CD 25 Jun 1980 – 6 Jun 1988
49. LCol B. W. Ashton, CD 30 Jun 1982 – 26 May 1984
52. LCol H. F. Wood, CD 19 May 1951 – 4 May 1953
53. LCol M. F. MacLachlan, OBE, MC, CD 16 May 1953 – 8 Jan 1954
54. LCol T. M. C. Marsaw, CD 24 Apr 1970 – 9 Aug 1971
60. LCol J. A. MacKeen, MSM, CD 20 Jun 2004 – 20 Jun 2004
61. LCol G. D. Corbould, CD 30 Nov 1950 – 15 Mar 1951
64. LCol M. C. Wright, MMV, MSM, CD 16 Jun 2011 – 18 June 2013
67. LCol J. A. MacKeen, MSM, CD 20 Jun 2017 – Present
68. LCol G. D. Corbould, DSO, CD 30 Nov 1950 – 15 Mar 1951
69. LCol H. F. Wood, CD 19 May 1951 – 4 May 1953
70. LCol M. F. MacLachlan, OBE, MC, CD 16 May 1953 – 8 Jan 1954
71. LCol T. M. C. Marsaw, CD 24 Apr 1970 – 9 Aug 1971
75. LCol W. B. Vernon, CD 30 Jun 1977 – 28 Jun 1979
76. LCol J. A. MacKeen, MSM, CD 29 Jun 1979 – 8 Jul 1981

COMMANDING OFFICERS – THIRD BATTALION
### COMMANDING OFFICERS – TRAINING DETACHMENT

#### REGIMENTAL DEPOT

<table>
<thead>
<tr>
<th>No.</th>
<th>Officer Name</th>
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<tr>
<td>75.</td>
<td>LCol C. R. Wellwood, CD</td>
<td>9 Jul 1981</td>
<td>3 Jul 1983</td>
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<td>76.</td>
<td>LCol M. H. McMurray, CD</td>
<td>4 Jul 1983</td>
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<td>77.</td>
<td>LCol A. W. Anderson, MBE, CD</td>
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<td>78.</td>
<td>LCol H. F. Elliot, CD</td>
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<td>20 Jul 1990</td>
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<td>79.</td>
<td>LCol P. G. Kenward, OMM, CD</td>
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<td>3 Jul 1992</td>
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<td>LCol G. W. Nordick, OMM, MSC, CD</td>
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<td>84.</td>
<td>LCol P. B. Stogran, MSC, CD</td>
<td>22 Sep 2000</td>
<td>15 Aug 2002</td>
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<td>85.</td>
<td>LCol M. J. Beaudette, MSC, CD</td>
<td>15 Aug 2002</td>
<td>27 Jun 2004</td>
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<td>86.</td>
<td>LCol W.D. Eyre, MSC, CD</td>
<td>Jun 2004</td>
<td>Aug 2007</td>
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<td>87.</td>
<td>LCol M. M. Kenneally, CD</td>
<td>29 Aug 2007</td>
<td>29 Jan 2009</td>
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<td>88.</td>
<td>LCol P. S. Dawe, CD</td>
<td>29 Jan 2009</td>
<td>25 Mar 2011</td>
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<td>89.</td>
<td>Maj K. A. Barry, CD</td>
<td>25 Mar 2011</td>
<td>7 June 2012</td>
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<td>LCol J. W. Errington, MSM, CD</td>
<td>7 June 2012</td>
<td>26 Sept 2014</td>
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<td>92.</td>
<td>LCol D. D. Prohar, MMV, MSM, CD</td>
<td>17 Jun 2016</td>
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#### REGIMENTAL DEPOT (REGULAR ARMY 1953-1968)

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<td>93.</td>
<td>LCol M. R. Ten Breoke, MC</td>
<td>Sep 1939</td>
<td>Jun 1940</td>
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#### PPCLI BATTLE SCHOOL

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<td>100.</td>
<td>LCol D. P. Montgomery, CD</td>
<td>4 Jul 1984</td>
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#### LAND FORCES WESTERN AREA TRAINING CENTRE (WAINWRIGHT)

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<th>Officer Name</th>
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<td>106.</td>
<td>LCol D. J. MacLean, CD</td>
<td>1998</td>
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<td>LCol T. E. Putt, CD</td>
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108. LCol D. J. MacLean, CD 2002 – 2003
110. LCol M. M. Minor, CD 2005 – 2007
111. LCol D. A. McKillop, CD 2007 – 2008
112. LCol S. W. Morrison, CD 2008 – 2010
115. Non Patricia CO 17 Jun 2014 – To Present

THIRD CANADIAN DIVISION TRAINING CENTRE

116. LCol R. Tesselaar, CD 28 Jun 2016 – Present

REGIMENTAL MAJORS

133. Maj J. M. Bird, CD 2009 – 2010
137. Maj S. G. J. Lerch, MMM, CD 2017 - Present

REGIMENTAL ADJUTANTS


2C-4/11
151. Capt D. B. Boyes 2016 – Present

COMMANDING OFFICERS – THE LOYAL EDMONTON REGIMENT

FOURTY-NINTH BATTALION C. E. F.

152. MGen W. A. Griesbach, CB, CMG, DSO, VD, CD 1914 – 1917
153. LCol G. W. Mcleod, DSO 1917 – 1917
154. LCol C. Y. Weaver, DSO 1917 – 1918
155. LCol R. H. Palmer, DSO 1918 – 1920

FIRST BATTALION EDMONTON REGIMENT (NPAM)

156. LCol R. H. Palmser, DSO 1920 – 1923
157. Col L. Scott, OBE, DCM, ED 1923 – 1927
158. LCol G. Howland 1927 – 1930
159. LCol L. C. Harris, CD 1930 – 1935

THE EDMONTON REGIMENT (CAASF)/THE LOYAL EDMONTON REGIMENT (CAASF)

161. LCol W. G. Stillman, ED 1939 – 1940
162. Brig E. B. Wilson, OBE, ED 1940 – 1942
163. MGen G. Kitching, CBE, DSO, CD 1942
165. Brig R. C. Coleman, DSO, MC 1943
166. Brig H. P. Bell-Irving, DSO, OBE, ED 1944
167. Col J. R. Stone, DSO, MC, CD 1944 – 1945
168. LCol E. W. Day 1945
169. LCol W. T. Cromb, DSO, ED 1945 – 1946

SECOND BATTALION THE EDMONTON REGIMENT (R) / THE LOYAL EDMONTON REGIMENT (R)

170. LCol R. W. Hale, MC 1940 – 1945

THIRD BATTALION THE LOYAL EDMONTON REGIMENT (CAPF)

172. LCol J. R. Stone, DSO, MC, CD 1945

THE LOYAL EDMONTON REGIMENT CA(M) (4 PPCLI)

173. LCol W. T. Cromb, DSO, ED 1947 – 1949
174. LCol A. F. MacDonald, OBE, CD 1950 – 1952
175. LCol J. G. Rowlatt 1953 – 1954

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178. LCol E. L. Boyd, CD 1961 – 1964
179. LCol B. D. Stanton, CD 1964 – 1967
181. LCol E. Piasta, CD 1970 – 1972
182. LCol J. H. Quarton, CD, ADC 1972 – 1974
183. LCol D. V. Johnson, CD 1974 – 1976
188. LCol G. R. Jones, CD 1989 – 1993
190. LCol G. McLean, CD 1996 – 1999
191. LCol T. Reaume, CD 1999 – 2001
194. LCol H. Brink, CD 2006 – 2008
196. LCol C. J. Chodan, CD 2011 – 2013
197. LCol K. J. T. Weidlich, CD 2014 – 2017
198. Maj J. W. McCully, CD 2017 – Present

COMMANDING OFFICERS AND DIRECTORS OF MUSIC – PPCLI BAND

199. Capt T. W. James 1919 – 1939
201. Lt A. Brown, CD 1951 – 1953
203. Capt H. Jeffery 1956 – 1964
204. Capt G. Naylor 1964 – 1968
207. Capt Pierret 1978 – 1980

REGIMENTAL SERGEANTS MAJOR

PPCLI (CEF) AUGUST 1914 – MARCH 1919

205. W. H. Marsden, DSO  Aug 1914 – Nov 1914
206. A. Fraser (KIA Bellewaerd Lake)  Nov 1914 – May 1915
208. L. Scott, DCM (Commissioned)  Aug 1915 – Dec 1915
209. S. Godfrey (KIA Hooge)  Dec 1915 – Apr 1916
211. M. G. Allan, MM (Commissioned)  Jun 1916 – Oct 1916
214. C. Baker, DCM (A/RSM) Feb 1918 – Apr 1918
215. C. Peacock, MC, DCM (A/RSM then Commissioned) Apr 1918 – May 1918
216. S. Patterson, DCM (A/RSM) May 1918 – Jul 1918
217. F. Gillingham, DCM Jul 1918 – Mar 1919

PPCLI (PERMANENT FORCE) APRIL 1919 – SEPTEMBER 1939

219. T. J. Turnbull Jul 1920 – Aug 1934
220. K. E. McCulloch Aug 1934 – Aug 1937

PPCLI (CASF) SEPTEMBER 1939 – NOVEMBER 1945

222. O. Gardner Sept 1939 – Mar 1942
223. H. Bennett Apr 1943 – Nov 1943
224. W. F. Lambert Nov 1943 – Aug 1944
225. R. W. MacFarlane Aug 1944 – Apr 1945
226. F. Hall Apr 1945 – Jun 1945
227. O. Gardner June 1945 – Sept 1945

PPCLI DEPOT (CASF) SEPTEMBER 1939 – JUNE 1940

228. S. Mitchell, MBE Sept 1939 - Jun 1940

2 PPCLI (CASF) JUNE 1945 – OCTOBER 1945

229. F. Hall Jun 1945 - Oct 1945

2 PPCLI (INTERM FORCE) NOVEMBER 1945 – OCTOBER 1946

230. O. Gardner Dec 1945 - Oct 1946

PPCLI (PERMANENT FORCE) NOVEMBER 1945 – AUGUST 1950

231 O. Gardner Dec 1945 - Oct 1946

1 PPCLI – FORMED AUGUST 1950

232. O. Gardner Aug 1950 – Apr 1952
233. K. Byron Apr 1952 – Jul 1952
235. H. Haas Oct 1955 – Apr 1956

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Annex C
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242. A. McMillan, MMM, CD
   Jul 1975 – Feb 1978
243. W. A. Colbourne, MMM, CD
244. L. J. Connell, CD
245. E. C. Simpson, CD
   Jul 1982 – Jun 1985
246. G. H. Smiley, CD
247. M. C. Ritchie, MMM, CD
248. W. P. Spring, CD
249. C. M. Cableguen, CD
250. W. Ford, CD
251. D. S. McArdle, OMM, CD
252. M. J. Williams, MMM, CD
   Jun 2001 – Jun 2004
253. R. A. Northrup, CD
   Jun 2004 – Feb 2007
254. A. P. Stapleford, CD
   Feb 2007 – Sept 2008
255. S. D. Stevens, MSC, MSM, CD
   Sept 2008 – Aug 2011
256. R. Kiens, MMM, MSM, CD
   Aug 2011 – Aug 2014
257. D. J. Hessell, CD
   Aug 2014 – May 2017
258. M.P. Forest, MMM, MSM, CD
   May 2017 – Present

2 PPCLI – FORMED AUGUST 1950

259. J. D. Wood, DCM, CD (KIA)
   Aug 1950 – Jan 1951
260. L. F. Grimes (Commissioned)
   Jan 1951 – Jan 1957
261. J. C. Coutts (Commissioned)
   Jan 1957 – Sept 1961
262. R. H. Appleton, MM, CD (Commissioned)
   Sept 1960 – Aug 1965
263. A. Danyleyko, MMM, CD
   Aug 1965 – Jan 1966
264. C. H. Lock, CD (Commissioned)
   Jan 1966 – Jun 1966
265. J. E. Stone, CD
   Jun 1966 – Aug 1969
266. J. A. Heyman, MMM, CD
267. W. R. E. Bruce, CD
   Jul 1974 – Jan 1977
268. C. A. Wilson, CD
   Jan 1977 – Aug 1979
269. G. R. Smith, CD
   Aug 1979 – May 1981
270. J. M. Clarke, CD
   May 1981 – May 1984
271. E. O. Basaraba, CD
   May 1984 – Jun 1986
272. J. M. Downey, MMM, CD
   Jun 1986 – Jul 1989
273. G. P. Franc, CD
274. M. B. McCarthy, CD
275. R. V. Cooke, MMM, CD
276. J. K. McGregor, CD
277. L. V. J. Surridge, CD
278. W. Brown, MMM, CD
   Jul 2003 – Jun 2005
279. A. M. Kolotylo, CD (Commissioned)
280. B. W. Semenko, CD (Commissioned)
   Jul 2006 – Jul 2009
281. C. J. Waugh, MMM, CD (Commissioned)
   Jul 2009 – Jun 2012
282. T. B. D’Andrade, MMM, CD (Commissioned)
   Jul 2012 – Jun 2015
283. J.M. Smith, CD
   Jun 2015 – Jun 2017
284. W.L. King, CD
   June 2017 – Present

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3 PPCLI – FORMED NOVEMBER 1950


3 PPCLI – REACTIVATED APRIL 1970

305. G. A. Trenholm, CD Sep 2008 – Feb 2009
309. M. A. von Kalben, CD Jun 2016 – Present

1 CANADIAN BRIGADE GROUP OPERATIONS TRAINING DETACHMENT (1 OTD)


PPCLI BATTLE SCHOOL


LAND FORCES WESTERN AREA TRAINING CENTRE (WATC)

2C-9/11
RIFLE BRIGADE/ROYAL GREEN JACKETS OFFICERS WITH PPCLI

First World War

323. Capt/Lt Col Buller, DSO (KIA Sanctuary Wood) 1914 – 1915
1924 – 1939

1958 – 1997

331. Capt P. D. Browne (1 PPCLI) 1975 – 1977
332. Capt T. N. Warry (1 PPCLI) 1977 – 1979
333. Capt A. M. Carroll (1 PPCLI) 1980 – 1982
334. Capt R. A. Steele (1 PPCLI) 1982 – 1983
335. Capt R. J. Carrow (1 PPCLI) 1983 – 1986
338. Capt A. Watson (1 PPCLI) 1990 – 1992

PPCLI OFFICERS SERVING WITH THE RIFLE BRIGADE / ROYAL GREEN JACKET OFFICERS

1924 – 1939

342. Lt J. H. Carvosso, MC (Bt Capt) (2 RB) 1928 – 1930
343. Lt H. F. Cotton (1 RB) 1936 – 1938
344. Capt C. B. Ware 1939 – 1940

1958 – 1997

345. Capt J. D. Snowball (1 RB) 1958 – 1960
351. Capt D. J. MacLean (1 RGJ) 1977 – 1979
352. Maj V. W. Kennedy (1 RGJ) 1979 – 1981
353. Capt J. W. Morgan (1 RGJ) 1982 – 1984
354. Capt D. P. J. Domanko (1 RGJ) 1982 – 1984
357. Capt J. Hammond (1 RGJ) 1989 – 1991
359. Capt C. V. Sattler (1 RGJ) 1993 – 1995

The exchange program between the officers of PPCLI and the Royal Green Jackets ended in 1997.
BIOGRAPHICAL NOTES

COMMANDING OFFICERS (1914-1950)

1. **Lieutenant-Colonel F. D. Farquhar, DSO (12 Aug 1914 - 20 Mar 1915).** The Canadian Governor General's military secretary and an officer of the Coldstream Guards on the outbreak of WWI, LCol Farquhar was asked by Hamilton Gault to command the Regiment that he wanted to raise. LCol Farquhar accepted and was relieved of his responsibilities to the Governor General. He, at once, set about recruiting key senior officers to fill the new Regiment and over the next two months personally interviewed each and every member of the fledgling unit. He was appointed to command the PPCLI on August 12 1914 and commanded during mobilization, training and in the operations around St Eloi, January to March 1915. Francis Farquhar died of a sniper's bullet to the head as he was preparing for a relief in place at St Eloi, 20 March 1915.

2. **Lieutenant-Colonel H. C. Buller, DSO (21 Mar - 5 May 1915, 5 Dec 1915 - 2 Jun 1916).** LCol Buller was also on the Governor General's staff in August 1914, and was directly recruited by LCol Farquhar. An officer of the Rifle Brigade, he was appointed Captain and Adjutant of PPCLI on 12 August 1914, and Lieutenant-Colonel, Commanding Officer on 21 March, 1915 following LCol Farquhar's death. He command during the Second Battle of Ypres until wounded on 4 May 1915. He rejoined the Regiment in December, 1915 and commanded throughout the Spring of 1916 until killed in Sanctuary Wood during the Battle of Mount Sorrel on 2 June 1916. Herbert Buller won the DSO and was twice Mentioned in Dispatches.

3. **Lieutenant-Colonel R. T. Pelly, DSO (14 May - 6 Dec 1915, 3 Aug 1916 - 21 Oct 1916).** Appointed Major in the PPCLI, August, 1914. He assumed command on 14 May 1915 and was promoted to Lieutenant-Colonel on 14 June 1915. Struck off Strength to command 8th Battalion, Royal Irish Rifles, 15 December, 1915. He resumed command of the PPCLI on 3 August 1916 and commanded during operations on the Somme, during September and October of 1916. He was detached to General List as Instructor, Commanding Officers' course at Aldershot, 1 November 1916. Subsequently promoted Brigadier-General, Commanding 91st British Infantry Brigade on Western and Italian fronts. Decorations with PPCLI: DSO, twice Mentioned in Dispatches. Subsequent decorations: CD, CMG, Bar to DSO, Italian Order of St-Maurice and St-Lazarus, Italian Croce di Guerra and five times Mentioned in Dispatches.

4. **Lieutenant-Colonel A.S. Adamson, DSO (14 Jun - 3 Aug 1916, 31 Oct 1916 - 27 Mar 1918).** Appointed Captain in the PPCLI, August 1914. He commanded during part of the Battle of Frezenburg on 8 May 1915, and was wounded on this day. He rejoined the Regiment on 24 September 1915. As a Major, he commanded from 14 June 1916 to 3 August 1916. He was promoted Lieutenant-Colonel to command the PPCLI on 31 October 1916, and commanded throughout 1917 (Battle of Vimy Ridge and Battle of Passchendaele). Agar Adamson was struck off strength (medically unfit) on 27 March, 1918, to Canadian Corps Headquarters Staff. Subsequently he was appointed Summary Court Officer with the Army of Occupation at Bonn. Twice Mentioned in Dispatches.
5. **Lieutenant-Colonel C.J.T. Stewart, DSO (30 Mar 1918 - 28 Sep 1918).** Appointed Lieutenant in the PPCLI in August, 1914. Wounded at St Eloi, 15 March 1915. He was promoted Captain on 27 July 1915 and Major on 3 June 1916. He commanded the attacking line in assault on Faback Graben, 15 September 1916. Major Stewart was invalided sick on 17 December 1916 and rejoined the Regiment on 1 June 1917. He was promoted Lieutenant-Colonel, and appointed Commanding Officer, PPCLI on 30 March 1918. Charlie Stewart was killed near Raillencourt during the Battle of Cambrai, 28 September 1918. Decorations: DSO and Bar, French Croix de Guerre. Twice Mentioned in Dispatches.

6. **Lieutenant-Colonel A.G. Pearson, MC, DCM (16 Oct 1918 - 21 Nov 1918).** Enlisting as a private with PPCLI at Winnipeg, Manitoba on 24 December 1914. He proceeded overseas with the Regiment and was commissioned as a Lieutenant on 25 December 1915. He was promoted Temporary Captain on 19 January 1917, and Acting Major on 16 February 1917, while with PPCLI. He was appointed adjutant of the 3rd Canadian Divisional Wing Canadian Corps Reinforcements on 26 April 1918. He proceeded on to command the PPCLI as Acting Lieutenant-Colonel from 16 October 1918 to 21 November 1918. He reverted to Major upon ceasing his Command. Major Pearson also served overseas with the 52nd Bn, the Eastern Ontario Regimental Depot and the 6th Reserve Battalion. For his actions in the field he was awarded the Military Cross and the Distinguished Conduct Medal.

7. **Lieutenant-Colonel A.H. Gault, DSO (22 Nov 1918 - 19 Jan 1920).** Andrew Hamilton Gault was the single man responsible for raising the PPCLI. See the Regimental History section of Chapter One for more information on the Founding of the Regiment. Appointed Major and Second-in-Command PPCLI, 12 August 1914. Wounded at St Eloi, 28 February 1915. He rejoined the Regiment on 27 April 1915. He commanded during first part of the Battle of Frezenburg on 8 May 1915 (Bellewaerde Lake) and was wounded on this date. He again rejoined his Regiment on 17 October 1915. He was severely wounded (losing a leg) at Sanctuary Wood (Battle of Mount Sorrel) 2 June 1916. Again brought on establishment PPCLI 20 June 1917, he remained seconded as ADC to General Officer Commanding, 3rd Canadian Division. He commanded 3rd Canadian Division Wing, Canadian Corps Reinforcement Camp with the local rank of Lieutenant-Colonel from 28 November 1915. He was promoted as Lieutenant-Colonel PPCLI on 28 March, 1918 remaining seconded to Canadian Corps Reinforcement Camp. He rejoined the Regiment on 21 November 1918 and commanded the Patricia’s until demobilization, 20 March 1919. Decorations: DSO, Russian Order of St Anne (Third Class with Swords), Belgian Order de Leopold, four times Mentioned in Dispatches.

8. **Lieutenant-Colonel C.R.E. Willets, DSO, ADC (20 Jan 1920 - 19 Jan 1927).** Lieutenant-Colonel Willets joined the Regiment after a distinguished career with The Royal Canadian Regiment (RCR). During the First World War he had commanded that Regiment, had been wounded in action and in addition to his decoration had been three time Mentioned in Dispatches. At the end of his period of Regimental command he was appointed to the Canadian General Staff at Kingston, Ontario.
9. **Lieutenant-Colonel M.R. Ten Broeke, MC (20 Jan 1927 - 19 Jan 1932).** Lieutenant-Colonel Ten Broeke enlisted in the 23rd Battalion, Canadian expeditionary Force in 1914 and joined the Regiment in France in March, 1915. He was commissioned in June, 1916, and rose to the rank of Major before the end of the war. On reorganization of the Regiment as a unit in the permanent Force he was accepted with the rank of Major. At the termination of his period of command in 1932 he retired. On the outbreak of the Second World War he volunteered and was appointed to the Command of the Regimental Depot. In 1943, after holding a number of Staff appointments, he resigned due to health.

10. **Lieutenant-Colonel H.W. Niven, DSO, MC (20 Jan 1932 - 15 Feb 1937).** Lieutenant-Colonel Niven was an original officer of the Regiment, having been commissioned before the First World War in the Middlesex Light Infantry of the Canadian Active Militia. During the Second Battle of Ypres (Battle of Frezenburg) he took over command of the Regiment as the senior surviving officer although still a subaltern. He rose to the rank of Major during the War. In addition to his decorations he was three times Mentioned in Dispatches and was twice wounded in action. He was accepted as a Major in the Permanent Force when the Regiment was reorganized in 1919.

11. **Lieutenant-Colonel W.G. (Shorty) Colquhoun, MC (16 Feb 1937 - 14 Sep 1940).** Brigadier Colquhoun was an original officer of the Regiment, having previously served in Canadian Militia units. As a lieutenant, Shorty Colquhoun was the Regiment’s first scout officer. Although captured early in 1915 he was decorated, Mentioned in Dispatches and he was also brought to the notice of the Secretary of State for War for repeated attempts to escape German imprisonment. On the reorganization of the Regiment in the Permanent Force he was accepted as a Captain. He was promoted to Major in 1932. He led the Regiment overseas in 1939 and in September 1940, he was appointed to command 7th Canadian Brigade in 3rd Canadian Division. He afterwards commanded 13th Canadian Brigade. Shorty Colquhoun came by his nickname honestly, as he was six foot six inches tall.

12. **Lieutenant-Colonel J.N. Edgar, MC (15 Sep 1940 - 5 Jun 1941).** Lieutenant-Colonel Edgar joined the Regiment as a Private on 21 August 1914. He was commissioned in June, 1916, and rose to the rank of Major. He was twice wounded. As a Captain he commanded the Regiment in bitter fighting at Tilloy in September 1918. On reorganization of the Regiment as a Permanent Force unit he was accepted as a Captain. In February 1937, he was promoted to Major and he proceeded overseas with the Regiment in 1939 as Second-in-Command. From May 1940, he commanded the Hastings and Prince Edward Regiment until appointed to command the Patricia’s. In June 1941, he returned to Canada to take up a staff appointment. Lieutenant-Colonel Edgar retired in June 1945.

13. **Lieutenant-Colonel R.F.L. Keller, CBE (6 Jun 1941 - 30 Jul 1941).** Major-General Keller joined the Regiment in 1920 after graduation from Royal Military College. On the outbreak of War in 1939 he was a Major serving on the General Staff. After his period of command of the Regiment he was given command of a brigade and afterwards was appointed to command 3rd Canadian Infantry Division, which he led during the early weeks of the invasion of Northwestern
Europe. He was wounded in August, 1944, during the Faliase Gap fighting, and thereafter returned to Canada.

14. **Lieutenant-Colonel R.A. Linsay, ED, (31 Jul 1941 - 9 Aug 1943).** Lieutenant-Colonel Linsay joined the Regiment as a Major in November 1939, coming from the South Alberta Regiment, with which he had served for several years. He took the Regiment ashore in Sicily and commanded it until the closing days of that campaign, when he was appointed to the staff of the Allied Military Government in Occupied Territories. He retired in August 1946.

15. **Lieutenant-Colonel C. Vokes, CB, CBE, DSO, CD (7 Oct 1941 - 14 Nov 1941).** Major-General Vokes had held various appointments in the Royal Canadian Engineers and on Staff before coming to the Regiment for a brief period. In November 1941, he was appointed GSO 1, 1st Canadian Infantry Division. He led 2nd Canadian Infantry Brigade, the brigade that the Regiment belong to, ashore at the Sicilian and Calabrian landings. In November 1943, he took command of 1st Canadian Infantry Division in Italy and commanded that division through most of the Italian campaign. Late 1944, he subsequently commanded 4th Canadian Armoured Division in Northwest Europe. He was appointed General Officer Commanding, Western Command in February 1951 until his retirement in June, 1959.

16. **Lieutenant-Colonel C.B. Ware, DSO, CD (11 Aug 1943 - 27 Jun 1944).** Major-General Ware joined the Regiment on graduation from Royal Military College in 1935. On the outbreak of war in 1939, he was serving on attachment to the British Army. He rejoined the Regiment in 1940 as a Major and was appointed Second-in-Command in 1941. He led the Battalion in the invasion of Italy and in all operations up to the end of the Battle of Liri Valley in June 1944. On leaving the Regiment he was promoted to Colonel and was given command of the new battalion of the Regiment in June 1945 that was authorized to form part of the Canadian Pacific Force in the campaign against Japan. Its official designation was 1st Canadian Infantry Battalion, Princess Patricia's Canadian Light Infantry, 2nd Canadian Infantry Regiment. The Battalion assembled at Camp Shilo and then moved to Camp MacDonald for training. This unit never deployed but became part of the interim force under the name 2nd Battalion PPCLI until demobilization of the overseas battalion. In September 1947, he proceeded to Staff College and thereafter received a Senior Staff appointment. On the outbreak of the Korean War he took command of the Canadian Military Mission to the Far East. In 1952, he was appointed Commandant of the Services College at Royal Roads. In 1955, he became Director General of Military Training. He was then appointed Commander, 1 Canadian Infantry Brigade Group in Germany. Promoted to Major-General in 1962, he was appointed Commandant, National Defence College in Kingston, Ontario in 1966 until his retirement. Major-General Ware was appointed Colonel of the Regiment, Princess Patricia's Canadian Light Infantry on 13 September 1959. He retired from the Canadian Forces in September, 1966. Major-General Ware relinquished the appointment of Colonel of the Regiment on 21 April 1977.

17. **Lieutenant-Colonel D.H. Rosser, OBE (28 Jun 1944 - 16 Sep 1944).** Lieutenant-Colonel Rosser was originally commissioned in a Canadian militia unit. He came to the Patricia’s in November, 1939, as a subaltern. In November 1941, he left the Regiment to serve in a number of
Staff appointments, from which he rejoined the Regiment in May, 1944, as Second-in-Command. Following his period of command he served on the General Staff until 1946.

18. **Lieutenant-Colonel R.P. Clark, DSO (17 Sep 1944 - 4 Jun 1945).** Prior to the Second World War, Lieutenant-Colonel Clark had served in the British Columbia Regiment (Militia). He joined the Patricia’s as a subaltern in October, 1939. In December 1943, he became Second-in-Command. On assumption of command, he led the Regiment throughout the autumn and winter campaign on the northern Adriatic in 1944/45 and also in the closing operations of the war in Holland. He subsequently took command of the Royal Winnipeg Rifles. He retired in 1946.

19. **Major S.A. Cobbett (Temporary Command) (5 Jun 1945 - 6 Jun 1945).**

20. **Major P.D. Crofton (7 Jun 1945 - 8 Nov 1945).** Major Crofton joined the Regiment on August of 1940. He served with the Regiment continuously from the Landing in Sicily to the end of the war. Major Crofton took command of the wartime battalion on 7 June, 1945, until its disbandment in Winnipeg, Manitoba on 8 November, 1945.

21. **Lieutenant-Colonel P.W. Strickland (Canadian Army Permanent Force) (28 Jul 1945 - 22 Sep 1945).** Lieutenant-Colonel Strickland was commissioned in the Highland Light Infantry of Canada, on 17 October 1939. He was appointed to the Active Force on 17 September 1940, in the rank of Lieutenant and was promoted Acting Captain in March 1942, on being appointed Intelligence Officer of HQ 9 Canadian Infantry Brigade. He was promoted Acting Major on 4 February 1943, and became a GSO II (liaison) at HQ First Canadian Army on August 26 1943. He became Brigade Major of 9 Canadian Infantry Brigade in July 1944, and took over command of the Highland Light Infantry of Canada on 9 October 1944 in the rank of Acting Lieutenant-Colonel. He was then appointed Commanding Officer, PPCLI from 28 July 1945, to 18 September 1945. On 1 January 1949, he was appointed Brigadier and Commander 1st Infantry Brigade (RF) and commanded the Brigade until June 17 1951 when he was transferred to Supplementary Reserve. He was awarded the OBE, the DSO and was also Mentioned in Dispatches.

22. **Major W.H.V. Mathews, MC (Interim Force) (23 Sep 1945 - 3 Jan 1946).**

23. **Lieutenant-Colonel C.B. Ware, DSO, CD (Interim Force/2 PPCLI/PPCLI) (4 Jun 1946 - 30 Sep 1947).** See para 16 above.

24. **Lieutenant-Colonel N.M. Gemmell, DSO (1 Oct 1947 - 6 Oct 1948).** Prior to the Second World War, Lieutenant-Colonel Gemmell served in the Active Militia. In the campaign in Northwest Europe, he commanded the Stormont, Dundas and Glengarry Highlanders. Upon conclusion of his period of command of the Regiment, he was appointed DAA & QMG, Fort Churchill.

25. **Lieutenant-Colonel D.C. Cameron, DSO, ED (7 Oct 1948 - 14 Aug 1950).** During the Second World War Brigadier-General Cameron commanded the Hastings and Prince Edward Regiment. In addition to his decorations he was also Mentioned in Dispatches. Before joining
the Regiment he had been Commandant at Fort Churchill. For the period 14 August to September 1950, he held a dual command - of the Regiment and of the First Battalion. After his period of command he held various command and staff appointments including Director of Infantry and was also Commander, 4th Canadian Brigade in Germany. Prior to retirement, he commanded the Canadian Army Staff College. He retired in April 1966.
COLONELS OF THE REGIMENT

1. The following officers have served or are serving as the Colonel of the Regiment:
   
a. Brigadier Andrew Hamilton Gault, OBE, DSO, ED, CD (deceased)  
   25 Sep 1958 - 28 Nov 1958;

b. Major-General Cameron B. Ware, DSO, CD (deceased)  
   13 Sept 1959 - 21 Apr 1977;

c. Major-General George Grenville Brown, CD (deceased)  
   21 Apr 1977 - 6 Jul 1983;

d. Colonel William Benjamin Scott Sutherland, CD (deceased)  
   6 Jul 1983 - 14 Oct 1987;

e. Brigadier-General R. Stuart Graham, CD (deceased)  

f. Major-General Herbert C. Pitts, MC, CD  
   19 Oct 1990 - 3 Jul 1994;

g. Major-General C. William Hewson, CMM, CD  
   3 Jul 1994 - 24 Jun 2000;

h. General A.J.G.D. de Chastelain, CC, CMM, CD, CH  
   24 Jun 2000 - 20 Jun 2003;

i. Major-General Robert I. Stewart, CMM, CD  
   20 Jun 2003 – 30 Aug 2006;

j. Brigadier-General Joseph E.L. Gollner, CMM, CD  
   30 Aug 2006 – 17 May 2010;

k. Lieutenant-General Ray R. Crabbe, CMM, MSC, CD  
   17 May 2010 – 11 June 2015; and

l. Major-General W. Brian Vernon, CD  
   11 June 2015 - Present
BROOM-I-LOO RULES

1. General. The general conduct of Broom-i-loo can be found in Section 217 of this Chapter. This annex deals specifically with the rules, infractions and penalties associated with the game.

2. Officials/referees for the game must be conversant with these rules and penalties in order to keep control of the game. They are responsible for ensuring the conduct of play is fair, and more importantly, safe for all participants.

3. Rules of Play. While the game of Broom-i-loo resembles broomball, there are several differences:

   a. The game can be played on several different types of playing locations and surfaces. Traditionally, a muddy field is used but it is acceptable to play in an ice arena or on a soccer or football field. The game can be played on any surface including ice, slush, mud or other suitable medium depending on the location, weather and due consideration for player safety;

   b. The size of the goal can vary. Originally, the goal was a special one measuring eight feet wide and six feet high. Recently, standard size hockey nets have been used. The two nets in a game must be of the same dimension;

   c. There is no set limit to the number of players on any team. Each team will field eight players; four forwards, three defence and one goalkeeper;

   d. The game is played with a regulation broomball or similar substitute. Each player plays with a broomball stick or corn broom;

   e. In accordance with LFCO 11-56, all players must wear as a minimum, a helmet (hockey helmet with full facemask recommended), eye/face protection, hockey or padded gloves and protective cups (males). Optional equipment includes shin pads, elbow pads and throat guards. In addition to the mandatory and optional equipment, it is recommended that goalkeepers also wear chest, shoulder and arm protectors as well as a hockey helmet with mask. All equipment must be CSA approved;

   f. Normally, each game will consist of two fifteen-minutes halves with a five minute halftime (straight time, i.e. non-stop-time). If at the end of regulation play the game is tied, a five-player shoot out will determine the winner. This five-player shoot out will continue until a winner is decided. A team must go through its entire roster before a player is allowed to have a second shot during a shoot out;
g. To be counted as a goal, the ball must be hit into the net with a broomball stick or unintentionally deflected in off a player. The goal is disallowed if it is kicked or thrown into the net;

h. Face-offs at centre field are held to begin each half of play and following a goal. Face-offs may also be used by the referee to restore order or to put the ball back in play. Should the ball leave the designated playing area, the ball will be put back in play at the spot it left play by the team indicated by the referee. A face-off is controlled by a linesman and will be between two opposing players. The ball will be dropped, or placed with the play commencing on a whistle blast;

i. Non-participants shall not interfere with the players or conduct of the game;

j. Officials will consist of one referee, two linesmen and a timekeeper/penalty box official per game and will be carefully chosen by a senior responsible unit representative. Selected referees, regardless of their rank level must be able to adequately control each game by virtue of their rank, experience, skill level and good judgement. The unit Commanding Officer shall ensure that all officials are briefed on the spirit of the game which is to foster esprit de corps, unit morale and Regimental cohesiveness, and not to injure people. The use of officials with previous sports officiating experience is encouraged; and

k. Teams may dress according to their own design and taste provided all safety equipment as listed above is worn.

4. **Infractions and Penalties.** Although Broom-i-loo is played more wide open than broomball, there must be means for officials to maintain control to avoid unsafe play and to prevent injuries. Referees will call infractions and impose penalties to players and/or teams who violate the rules and spirit of the game.

5. There are three types of penalties: minor (three minute duration), major (five minute duration) and match (player is ejected from game, another player on the field at the time of the call is assessed a major penalty).

6. A penalized player will sit out the duration of his penalty in a designated area, controlled by the off-field official. If the team with the man-advantage scores during the duration of a minor penalty, the penalized team will return to full strength.

7. If an infraction is committed against a player on a breakaway, the player will be granted a penalty shot. Penalty shots will be taken directly in front of the net at a distance of five paces. Normally, a penalty shot is granted in lieu of a penalty. However, at the discretion of the referee, a match penalty may also be assessed if in the opinion of the referee, there was intent to injure;
8. The following infractions and corresponding penalty will be enforced by the officials:

a. **Forbidden equipment.** Shoes bearing spikes or cleats, any glove with a basket such as a baseball or goalie style trapper mitt or broken or otherwise modified brooms are considered forbidden and will be removed from the field immediately. A player playing with forbidden equipment will be assessed a minor penalty;

b. **Unsportsmanlike conduct.** Any player who displays a lack of ethics, such as but not limited to vulgar, abusive language towards the officials, fighting or attempting to injure another player, will be assessed a match penalty. The chain of command will determine if disciplinary action is warranted;

c. **Throwing a broom.** A player who throws a broom will be assessed a minor penalty. If in the opinion of the referee there was intent to injure, the player will receive a match penalty;

d. **Slashing/Crosschecking.** A player who uses his stick to slash or crosscheck an opponent will be assessed a minor penalty. If in the opinion of the referee there was intent to injure, the player will receive a match penalty;

e. **Kneeing/Elbowing/Roughing.** A player will be assessed a minor penalty for kneeling, elbowing or for excessively rough play. If in the opinion of the referee there was intent to injure, the player will receive a match penalty;

f. **Charging/Hitting from behind.** This potentially dangerous act will result in a major penalty. If in the opinion of the referee there was intent to injure, the player will receive a match penalty;

g. **Spearing.** A player who uses his stick to spear an opponent will be assessed a match penalty; and

h. **Fighting.** Match penalties will be assessed to players who fight.

i. **Intent to Injure.** Any player who, in the opinion of the referee, attempts to injure another player will be assessed a match penalty.

j. **Serious intent to injure / Multiple match penalties.** Any player who seriously attempts to injure an opponent or who has received multiple match penalties will, at the discretion of the chain of command, be suspended or have disciplinary action taken against them, if warranted.
TOAST TO THE FALLEN

1. The full toast to fallen comrades, including a separate place setting, is not a long standing Canadian Army tradition. It has come into wider use within the past decade but remains at the decision of the unit Commanding Officer (or the PMC) whether or not it will be included and in what form. In particular, consideration should be given regarding the use of the full explanatory introduction, which may be suited for a training Mess Dinner, with civilian participation or one specifically held to commemorate sacrifices, but is not necessarily appropriate for all other Mess Dinners.

The Table and Place Setting

a. A small table;
b. White tablecloth;
c. Single place setting, preferably all white;
d. Wine glass, inverted;
e. Salt shaker;
f. Slice of lemon on bread plate with a pile of spilled salt;
g. Small bud vase with a single stem red rose;
h. RED ribbon tied around the vase;
i. Holy Book. New or Old Testament
j. Candle – lit; and
k. Empty chair.

2. The following may be used when appropriate to present the Toast to Fallen Comrades and to explain the significance of the dedicated place setting when it is used:

"You may have noticed the small table set for one that is off on its own - it is reserved to honour our fallen comrades in arms. This symbolizes that they are with us, here in spirit. We should never forget the brave men and women who answered our nations call [to serve] and served the cause of freedom in a special way. We are ever mindful that the sweetness of enduring peace has always been tainted by the bitterness of personal sacrifice. We are compelled to never forget
that while we enjoy our daily pleasures, there are others who have endured the agonies of pain, deprivation and death.

I would like to explain the meaning of the items on this special table.

a. The table is round - to show our everlasting concern for our fallen comrades.

b. The tablecloth is white - symbolizing the purity of their motives when answering the call to duty.

c. The single red rose, displayed in a vase, reminds us of the life of each of our fallen comrades, and the loved ones and friends of these comrades who keep the faith.

d. The vase is tied with a red ribbon, symbol of our continued determination to remember our fallen comrades.

e. A slice of lemon on the bread plate is to remind us of the bitter fate of those who will never return.

f. A pinch of salt symbolizes the tears endured by the families of those who have sacrificed all.

g. The Holy Book represents the strength gained through faith to sustain those lost from our country.

h. The glass is inverted, they cannot toast with us at this time.

i. The chair is empty because they are no longer with us.

j. Let us remember - and never forget their sacrifice.

k. May they and their families ever be watched over and protected.”

PROPOSING THE TOAST

1. The following passage is a suggested full Toast to Fallen Comrades that may be given when appropriate:

   "Let us give thanks for the many blessings we have received. Let us give thanks for the security of Canada and for the freedoms we enjoy and experience every day. However, let us also remember the great price that has been paid for that freedom too many times. We knew them. They lived, they felt, they were as vibrant, as energetic, as immortal as you and I. They were brave. They fell for peace and for freedom in the service of their country. Many may argue about the futility of death and of war, but one
should never forget that they died, not in vain, but in honour. Many times down through the years our country has called, and many men and women have answered the call. Let us not forget our fallen comrades, but remember them always, for they have earned our respect and admiration with their lives. We knew them, we’ll remember them, and they will not be forgotten.

To our fallen comrades!”

2. While the member proposing the toast should be given some flexibility to prepare their own version, appropriate shorter toaster can be employed:

We knew them, we’ll remember them, and they will not be forgotten.
To our fallen comrades!”

or simply:

"To our fallen comrades!"
CHAPTER 3

DRESS, DRILL, AND CEREMONIAL

References. A. A-AD-265-000/AG-001, Canadian Armed Forces Dress Instructions, 19 Sep 16
B. Canadian Army Dress Instructions (TBI)
C. Guide for Wearing of Orders, Decorations and Medals, Office of the Secretary to the Governor-General
D. Canadian Forces Manual of Drill and Ceremonial A-PD-201
E. A-AD-200-000/AG-000 Heritage Structure of the Canadian Forces
F. CFAO 62-3

DRESS INSTRUCTIONS

1. General. The Canadian Forces Dress Instructions at Reference A provides all ranks with the policy and detailed instructions for the wearing of all CF uniforms. The Canadian Army Dress Instructions at reference B complements the Canadian Forces Dress Instructions providing instructions specific to Canadian Army dress. The regulations contained therein will be adhered to by the Regiment except where Regimental differences are permitted, as described in these instructions. The purpose of this chapter is to amplify and specify those areas of CF dress regulations that are peculiar to the Regiment. This chapter must be read in conjunction with Reference A and B; in case of a disagreement between the Regimental Manual and references, the references will be followed.

2. Standard. The dress and appearance of Officers, Warrant Officers, and Non-Commissioned Members on all occasions shall be such as to reflect credit on the Regiment.

3. Provision of Uniforms and Accoutrements. Most items of CF clothing and accoutrements are provided through the supply system on an initial issue and cash replacement basis. All other Regimental accoutrements and uniforms such as Mess Dress are provided at the individual’s own expense or, in the case of Full Dress for drum lines, at Regimental expense. Regimental cap badges are provided free of charge by Regimental Headquarters to all members upon joining the Regiment.

4. Suppliers. The approved supplier of mess dress and Regimental Blazers is Andrei Master Tailors, accessible through the CANEX. Members of the Regiment are authorized to use other reputable military tailors in their location. Unit Adjutants should be consulted for advice. All other Regimental accoutrements and articles of dress are available for purchase through the Regimental Kit Shop.

5. Extra-Regimentally Employed Members. Officers and Non-Commissioned Members who are extra-Regimentally employed shall conform to the dress of the Regiment.

6. Wearing of Uniform and Civilian Clothes. Visible items of uniform shall not be worn with civilian attire, except for accessories which do not include any CAF insignia and by themselves do not explicitly identify the wearer as a member of the CAF.

1 There does not yet appear to be a DOAD that supersedes this CFAO; therefore it is included for reference.

3-1/41
7. **Wearing of Uniform When Attending Social Functions.** When attending a social function as an official representative of the Regiment or the Canadian Forces, uniforms shall be worn. The appropriate uniform may be worn at other civil social functions at the discretion of the member and with the approval of the member’s CO.

8. **Removal of Articles of Uniform in Public.** Members of the Regiment shall not remove articles of clothing other than gloves, headdress, overcoat or raincoat in public. Buttons or zippers on tunics or jackets shall not be undone or loosened.

9. **Regimental Buttons.** Regimental buttons shall not be worn on any garment other than those authorized in these regulations.

**REGIMENTAL BADGES AND ACCOUTREMENTS**

10. The only Regimental distinctive items of dress permitted are those authorized in reference A and described herein.

11. **Cap Badge.**
   a. **Authority.** Reference A, Chapter 3, Annex D, Appendix 1.
   b. **Description.** Within an annulus inscribed "Princess Patricia's Canadian Light Infantry", the cypher and coronet of Her Royal Highness (HRH) Princess Patricia, pierced; the whole surmounted by the Crown, the coronet of HRH Princess Patricia comprised of crosses patte interspersed with strawberry leaves. For the officers and Chief Warrant Officer’s badge the annulus and crown are silver, and the cypher and coronet are in gilt or gold. For the Master Warrant Officers and below, the annulus and crown is in brass, and the cypher and coronet are in white metal.
   c. **Worn.** Beret.

12. **Helmet Plate Full Dress.**
   a. **Authority.** Reference A, Chapter 3.
   b. **Description.** As per above, but measuring 6 cm high and 4 cm long
   c. **Worn.** As the Helmet Plate on the Wolseley Helmet for Full Dress.

13. **Collar Badges Dress Environmental Uniform (DEU).**
   b. **Description.** In pairs, not interchangeable, a bugle suspended from the coronet of HRH Princess Patricia by cords with tassels. Across the cord is a scroll inscribed "Patricia's". The coronet is comprised of three visible crosses patte interspersed with two visible strawberry leaves. Height 2.5 cm, width 3.25 cm, the scroll in gilt
or gold, the remainder in silver for officers. The non-commissioned members
badges are the same but in brass.

c. **Worn.** On DEU.

14. **Collar Badges (Full Dress).**

   a. **Authority.** Reference A, Chapter 6.

   b. **Description.** As per above, but measuring 2.25 cm high and 3.75 cm long

   c. **Worn.** On Full Dress Tunic

15. **Shoulder Title, Dress Environmental Uniform (DEU).**

   a. **Authority.** In support of our 100 years of service commemoration, Princess
      Patricia's Canadian Light Infantry was authorized to wear the historical white on red
      shoulder insignia. Regaining this lost tradition was amongst the most memorable of
      all commemoration events. All serving members of the Regiment (LCol and below
      and Tier 4 CWO and below) are authorized to wear the shoulder insignia on their
      DEUs.

   ![Figure 1. White and Red Shoulder Insignia.](image)

   Like no other badge in the Commonwealth, the white on red shoulder insignia was
   introduced by the Regiment's first CO, LCol F.D. Farquhar, DSO, in November
   1914. This may have been an expedient measure because the rapid formation and
   mobilization of the Regiment precluded the production of metal titles. PPCLI was
   amongst the first British Commonwealth regiments to adopt the cloth shoulder
   flash. Later, a similar title was adopted by the Grenadier Guards and the Canadian
   Grenadier Guards. Until 1940, these were the only three units to wear embroidered
   titles. During WWII, the practice became customary throughout the
   Commonwealth. "Moreover, it appears that it was in recognition of the historical
   nature of the "PPCLI" flash that the Regiment was the only Canadian Army unit
   which retained its initials only, on its flash in the early 1950's when all the others
   were required to spell out their name, or at least most of it, in full."

   At Ref E: "Outwardly the Patricia's, like other Canadian units, were
   indistinguishable from a British line regiment. It was at Levis (Quebec) that Gault
   arranged for the same order of nuns who had knitted for Wolfe's Highlanders in
   1759 to produce the first of their famous scarlet shoulder badges on which the
letters 'PPCLI' are embroidered in white." The historical association appealed to Gault; they were unique and the men liked them."

The white on red flash disappeared during unification, 1969/70 but through consistent efforts, it was reintroduced in for a period of time in the 1980s. Even after unification, the Regiment continued to wear the ‘red ’n white’ on brassards, while in Cyprus. Europeans, Koreans, Cypriots and Patricias spanning several generations identify with this badge. Unlike other accoutrements, the shoulder flash has never changed in design. Today's generation of Patricia's still identify with it and wear it with pride.

b. **Description.** In an upward curve on a red background measuring 7.5 cm in width and 2.5 cm in height, the letters “P.P.C.L.I.” in white thread 1.25 cm in height (1/2 inch in height, the overall badge measuring 1-5/16 inches high and 2-3/4 inches wide).

c. **Worn.** In an upward curve on a red background measuring 7.5 cm in width and 2.5 cm in height, the letters “P.P.C.L.I.” in white thread 1.25 cm in height (1/2 inch in height, the overall badge measuring 1-5/16 inches high and 2-3/4 inches wide).

The PPCLI shoulder tab is centered on the sleeve in-line with the epaulette and sewn 2.5 cm down from the seam (Fig 2).

![Figure 2. Tailoring for White and Red Shoulder Insignia.](image)

16. **Velcro Rank Patch, CADPAT.**

a. **Authority.** Reference A, Chapter 5, Annex D.²

b. **Description.** A rectangular badge made from combat material. The letters PPCLI, sewn on with olive drab thread and with olive drab thread border. Height 2 cm, length 5.5 cm.

c. **Worn.** Centered on the chest on the Velcro patch sewn to the combat shirt.

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² Reference A does not address the CADPAT Velcro Rank Patch, as this is part of Operational Dress; however, the authority is inferred from Annex D, which covers Operational Dress.
17. **Regimental Buttons.**

a. **Authority.** Reference A, Chapter 3, Annex D Appendix 3.

b. **Description.** A rimmed gilt or brass button with the cypher VP and the coronet of HRH Princess Patricia in 40 linge, 30 linge, 26 linge, and 20 linge sizes. The junior rank’s button of identical design but without the brass rim is obsolete but may still be worn in full dress by the Corps of Drums.

c. **40 Ligne:** Full Dress. Front closing and trim in accordance with specification at Reference A.

d. **30 Ligne:**

   (1) Full Dress. Shoulder cords (2 screw type with extensions);

   (2) Jacket Service Dress. Front closing (4 detachable required); and

   (3) Regimental Blazer. Front closing (number varies with style).

e. **26 Ligne:**

   (1) Full Dress. Shoulder strap other ranks (2 required); and

   (2) Jacket, Service Dress:

      (a) breast pocket (2 detachable buttons); and

      (b) shoulder strap (2 attached buttons).

f. **20 Ligne:**

   (1) Mess Dress; and

   (2) Cap, Service. Two buttons fastening chin strap.

18. **United States Distinguished Unit Emblem.**

a. **Authority.** Reference A, Chapter 4, Paragraph 14.

b. **Description.** A blue insignia outlined in gold wire or embroidery inset .25 cm from the edge of the rifle green base cloth, measuring 1.50 cm by 3.75 cm.

c. **Worn.** On DEU, Mess Dress, Full Dress and No. 3B Short-sleeved shirts on both sleeves, 1.25 cm below the shoulder title by qualified personnel currently serving in the Second Battalion PPCLI or who were at the Battle of Kapyong.
19. **Commander-In-Chief Unit Commendation.**

   a. **Authority.** Reference A, Chapter 4, Paragraph 17.

   b. **Description.** A gold bar with the Vice-Regal lion in full colour.

   c. **Worn.** On DEU, Mess Dress, Full Dress and Number 3B Short-sleeved shirts, in the middle of the left breast pocket by personnel who were on strength or attached to an awarded units. Current serving members of all three battalions not on strength or attached with the deployed unit will wear the commendation on the right breast pocket flap, centered between the breast pocket and name tag. For uniforms without a pocket flap, members shall wear the C in C on the right side of the tunic centre 1.3 cm under the name tag. Upon leaving the unit the C-in-C Commendation shall be returned to the Battalion quartermaster. Members who were awarded the C-in-C commendation and are currently serving with a unit awarded the C-in-C commendation shall wear two emblems, one of the left pocket and one on the right pocket.

**BADGES OF RANK**

20. **General.** Badges of rank for all orders of dress, except Full Dress, will be as specified in reference A.

21. **Full Dress.** Badges of rank shall be full dress army pattern as follows:

   a. **Officers.** Silver, gilt and enamel, one inch from point to point diagonally. On the frock coat, rank badges will be of gilded metal.

   b. **Chief Warrant Officers.** Gold embroidered coat of arms on a backing of scarlet worn on the right sleeve only. Bottom of badge is 7.50 cm from end of cuff.

   c. **Master Warrant Officers.** Gold embroidered wreath and crown on a scarlet backing worn on the right sleeve only. Bottom of badge is 7.50 cm from end of cuff.

   d. **Drum Major.** Gold embroidered crown and four inverted gold chevrons on a scarlet background worn on right sleeve only. Inside point of chevrons to be 15 cm from bottom of sleeve. Crown to be 2 cm above outside point of chevrons.

   e. **NCMs.** Appropriate chevrons of gold embroidery on a scarlet background worn on right sleeve only. From point of shoulder to inside point of top chevron 21.5 cm.

22. **Belt and Buckle, Trouser.**

   a. **Authority.** Reference A, Chapter 2, Section 1, Paragraph 22.

   b. **Description.** A rifle green web belt 3.25 cm in width with brass coloured tip and brass coloured buckle 4.75 cm by 3.50 cm, engraved with VP and coronet.
c. **Worn.** With all orders of dress as appropriate.

23. **Belt and Buckle, Waist, Ceremonial.**

   a. **Authority.** Reference A, Chapter 3, Section 7, Paragraphs 19 to 22.

   b. **Description:**

      (1) **Belt.** CF pattern white plastic belt; 5.75 cm wide; and

      (2) **Buckle.** Consisting of a circular ribbed brass tongue, three centimetres in diameter with a raised VP and Coronet centred, fitting into a brass annulus 5 cm in diameter, having raised borders and on which is inscribed in raised letters, “Princess Patricia's Canadian Light Infantry,” with one small raised marguerite centred on each side. To be worn with two brass buckle keepers (1937 pattern) with outside dimensions three centimetres six centimetres. The opening in the brass buckle components are designed to receive the white ceremonial belt.

   c. **Worn.** With Full and Ceremonial Service Dress No. 1, 1A, 1B.

24. **Shoulder Sashes.**

   a. **Authority.** Reference A, Chapter 3, Section 7, paragraphs 30 and 31.

   b. **Description:**

      (1) **Master Warrant Officers and Warrant Officers.** A crimson sash worn from right shoulder to knot to the rear of left hip; and

      (2) **Sergeants.** A scarlet sash worn from right shoulder to knot to the rear of left hip.

   c. **Worn.** By Warrant Officers and Sergeants with Ceremonial and Service Dress. The sash shall also be worn with Mess Service Dress, 2B.

25. **Sashes, Officers and Chief Warrant Officers - Full Dress.**

   a. **Authority.** Reference A, Chapter 3, Sections 7, paragraph 24.

   b. **Description.** Crimson silk net, backed with red leather without pleats; seven centimetres; fastened with a hidden four-bar buckle fitted with horizontal overlapping loops; two rounded fringed tassels suspended from a drap from each.

   c. **Worn:**
(1) Officers and Chief Warrant Officers. Officers shall only wear the sash with Ceremonial Dress order No. 1 with sword. If carrying a sword on parade, Chief Warrant Officers will wear the sash; and

(2) Regimental Sergeants-Major and Chief Warrant Officers. In keeping with past customs, only Regimental Sergeants-Major and Chief Warrant Officers are authorized to wear the sash without the sword, on ceremonial occasions.

26. Swords and Accoutrements.

a. Authority. Reference A, Chapter 3, Sections 7, paragraph 25.

b. Sword. 1897 pattern infantry sword, straight blade 80 cm long from shoulder to point, tapered gradually, fullered on both sides, commencing five centimetres from the shoulder to about 43 cm from the point, without regimental embellishment and embossed with the Royal Cypher and Crown and the usual manufacturer’s mark. The guard is of nickel-plated steel, pierced, bearing the Royal Cypher. The grip is of wood, covered with fish skin and bound with silver wire.

c. Scabbard. Of nickel-plated steel; two bands with loose rings brazed, 5.5 cm and 26.50 cm, respectively, from the top of the mouthpiece.

d. Sword Knot:

(1) Officers and CWOs. Gold cord and acorn with sliding keeper 44.25 cm long. Worn with the acorn to the front and next to the guard, cord wrapped tightly around the guard. The method of tying the sword know is illustrated at Annex B to this Chapter; and

(2) Drum Majors. Sword knot of white buff leather, worn as above.

e. Sword Belt:

(1) Officers and CWOs. Waist belt four and one-half centimetres wide of worsted silk with “D”s for slings. Worn under sash or waist belt as applicable; and

(2) Drum Majors and Pioneer Sergeants. White buff leather sword belt with Regimental buckle.

f. Sword Slings:

(1) Officers and CWOs. Crimson Russia or Morocco leather, one inch wide with plain gold lace and gilt oval lion buckles and billet studs; and

(2) Drum Major and Pioneer Sergeants. White buff leather.

27. Pace Sticks and Drill Canes.
a. **Chief Warrant Officers and Warrant Officers:**

(1) **References.** Reference A Chapter 3, Section 7, paragraph 30.

(2) **Description.** Hardwood, varnish finish, two legs 90 cm, tapering from 3.0 cm diameter at top to one and one-quarter centimetres at bottom, hinged at top, brass catch and rod 15.25 cm from top, brass catch 20.25 cm from bottom, brass ferrule with steel tip at bottom of each leg, carried by all Warrant Officers with all orders of dress appropriate.

b. **Sergeants:**

(1) **Description.** Hardwood, varnish finish total length 91.25 cm, with a diameter of 3.25 cm diameter at top, tapering to 2.0 cm at the bottom. There will be a brass metal ferrule at top 11.25 cm in length bearing other ranks cap badge centred, brass metal ferrule at bottom 6.75 cm in length; and

(2) **Carried.** To be carried by all Sergeants with all orders of dress as appropriate.

**REGIMENTAL FULL DRESS**

28. **Officers and Chief Warrant Officers**

a. **Helmet.** Wolseley pattern, cork, covered with white cloth in 6 seams, bound at the bottom; stitched at the top and bottom, back peak to centre of crown 27.50 cm; side hooks, curb chain with links 1.50 cm wide; at top of helmet a collar to receive a brass spike and base; a hook at the side to which the chain is attached when worn under the chin; height of spike and base 8.50 cm; white puggaree wound in 6 laps. A full description to care and maintenance of the Wolseley Helmet can be found in Annex A to this chapter.

b. **Helmet Plate.** Badge as described at paragraph 12 or, if not available, in paragraph 11.

c. **Tunic.** Scarlet serge cloth with French Grey collar and cuffs; the collar ornamented with 1.50 cm lace around the top extending to 19.25 cm, and a tracing in gold Russia braid 0.30 cm above and below the lace, extending to 24 cm from the bottom of the cuff, and forming an Austrian knot at the top and a small eye at the bottom; 8 large Regimental buttons down the front; the skirt closing behind, edged with white cloth on the closing seam with a 3 pointed slash at each side, a large Regimental button at each point and the front collar and slashes edged with white cloth 0.50 cm wide. Officers will wear gold shoulder cords lined with scarlet and a medium Regimental screw type extension button at the top; Chief Warrant Officers will wear the French Grey shoulder straps edged with gold Russian braid .30 cm wide with a medium Regimental button at the top. Buttons and collar badges as described in paragraphs 11 to 14.
d. **Trousers:**

   (1) **Officers.** Dark blue barathea overalls with scarlet welt 0.50 centimetres wide down side seams. Army specification as per Reference A; and

   (2) **Chief Warrant Officers.** As for Mess Dress.

e. **Sash.** Crimson silk net backed with red leather without pleats, seven centimetres wide, fastened with a hidden four-bar buckle fitted with horizontal overlapping loops. Over the buckle a bow with two rounded fringed tassels, suspended from each half. To be worn around the waist, the tassels over the left hip, to hang 10 centimetres below the tunic.

f. **Shoulder Cords.** Three round basket cords one-half centimetre in diameter, twisted from outside edge overlapping from front to rear, approximately 15 centimetres long, lined with scarlet and secured with a medium Regimental button with screw extension. Worn only by officers.

g. **Sword, Scabbard, Slings and Knot.** Reference A, page 5A-1 para 4.

h. **Gloves.** White kid leather or doeskin.

i. **Footwear.** Wellington, George or Chelsea pattern boots. Field officers and adjutants with spur boxes and nickel-plated swan-neck spurs.

j. **Medals.** Must be court mounted and always worn with full dress.

29. **Frockcoat Order.** The Frockcoat Order of Regimental Full Dress may be worn only by officers as a variant of Full Dress.

   a. Universal pattern; blue cloth; double breasted with stand up collar; plain sleeves with two small regimental buttons and button holes at the bottom; two rows of large regimental buttons down the front, six in each row at equal distances, the distance between the rows 20 centimetres at the top and 11.25 centimetres at the bottom; flaps behind 25 centimetres deep, one large regimental button on each flap and one on each side of the waist; the skirt to reach to the knees and to be lined; shoulder straps of the same material as the garment attached by an under piece at the top by a medium regimental button which passes through both under piece and shoulder strap, top of the strap is triangular.

   b. Other items for full dress, with the exceptions that medals are never worn and the sword belt is worn outside the coat and under the waist sash.

30. **Bandsmen and Corps of Drums (including WOs and Sgts)**

   a. **Helmet.** As described at Annex A.

   b. **Helmet Plate.** Badge described at paragraph 12 or, if not available, in paragraph 11.
c. **Tunic:**

(1) **General Description.** Single breasted tunic cut with side bodies, a small watch pocket on the right front at the waist seam; collar, cuffs and shoulder straps, faced; centre panel in rear of skirt, skirt length to extend from waist to crotch. A dart is included on either side directly below the armpit at the waist seam. Tunic is lined throughout and is padded with quilted lining in the armpit area. Sleeves will extend to the base of the thumb or one inch below the wrist. Seam allowance included for possible alterations if good standard tailoring practices are used;

(2) **Material.** Scarlet serge 12 ounces;

(3) **Facing.** French Grey serge 12 ounces for collar cuffs and shoulder straps;

(4) **Piping.** 0.30 cm white melton cloth for front edges of tunic and seams commencing at cuff braid and extending along the back of the sleeve to the shoulder and down the back seams to the bottom of the skirt;

(5) **Braid.** 0.50 cm hard white braid around base of the collar, edges of shoulder straps, edge of cuff and crows foot sleeve embellishment above point of cuff;

(6) **Collar.** Stand collar, 4.50 cm in height with square cut corners, faced with French Grey serge and edged along the bottom with 0.50 cm white braid. Collar is stiffened with buckram and joins the tunic at the base of the neck so the collar stands erect when closed; fastened in front with two concealed hooks and eyes and fitted inside one end with a dark blue or black plastic protective tab or Velcro tab closure. Collar is cut to fit comfortably with a tight join when closed. If required, a protective flap of blue or black plastic material should be affixed to the inside of the collar to protect the neck of the wearer from the collar badge eyelets;

(7) **Shoulder Straps.** French Grey serge, edged with 0.50 cm white braid; stiffened with light buckram or canvas 5.50 cm wide at the shoulder seam, tapering to 4.50 cm wide at the buttonhole which is placed 1.25 cm from the rounded end of each strap; point of strap is not less than 0.50 cm and not more than 1.0 cm from base of collar; fastened with a small (26 ligne) Regimental button positioned so that the strap will lie flat on the tunic;

(8) **Cuffs.** French Grey serge, 6.25 cm deep on the inside rising to a point 10 cm from bottom of cuff at the outside; edged with 0.50 cm white braid ending in a crows foot knot extending 17.75 cm above the bottom of the cuff;

(9) **Front Ending.** Edged with 0.30 cm white melton cloth from the collar to base of skirt, finished with square corners at the bottom, fastened with eight buttons down the front, six large (40 ligne) buttons of Regimental design spaced equidistant above the waist seam one flat brass button at the waist seam and one large Regimental button one inch below the waist seam; the top
button is placed one inch below the base of the collar, sixth button 6.25 cm above the waist seam; a concealed hook and eye fastened inside at the waist seam;

(10) **Belt Hooks.** Brass electro-plated gilt finish or brass waist belt hooks positioned one on each side at the rear, 1.25 cm below the waist seam;

(11) **Back Skirt.** A panel 10 cm in width inserted in the rear skirt extending from the waist seam to the bottom of the skirt, panel is edged on both sides with 0.30 cm white melton cloth; a large (40 ligne) button of Regimental design plugged in 1.25 cm below the waist seam at the piping on each side of the back panel;

(12) **Fasteners Shoulder Wings.** Loops of silk thread front and back on armhole seam for fastening of retaining hooks on shoulder wings;

(13) **Medal Bar Fastening Loops (if required).** Small loops of scarlet thread for holding medal bar, positioned on left chest in line with second button hole down from collar; loops are placed one inch apart, the number of loops required according to the length of medal bar worn. The first loop will be placed at least one inch out from the button hole;

(14) **Lining.** Scarlet nylon, quilted around armhole area and elsewhere as required. Collar, dark blue nylon lined;

(15) **Protective Shield.** Removable protective arm shields fastened on the inside armpits with dome fasteners, to have maximum absorbency of and protection to the tunic from perspiration;

(16) **Fastening of Buttons.** All buttons to be fastened by flattening the shanks to lengthen them and securing buttons on tunics by inserting split rings of pins. A curtain is to be stitched to the facings for front and shoulder buttons with the back edge of the curtain tacked between every second button fastener. Rear skirt buttons fastened as above, but shanks to be inserted through shell and stiffening material only; no curtain required;

(17) **Shoulder Wings.** French Grey serge 12 ounces with 30 cm white braid trimmings; a loop on the under-side at the centre through which the shoulder strap passes; a hook at each point for attaching to the loop on the shoulder seam;

(18) **Miniature Drum-Drummer.** A miniature of the side drum, in brass, drum sticks crossed on drumhead, height 3 cm, worn above the chevrons;

(19) **Buttons and Collar Badges and Shoulder Titles.** Reference A, Chapter 5, Section 2; and

(20) **Rank Badges.** Reference A, Chapter 2, Section 3.
d. **Trousers.** Blue serge with scarlet welts on outside trouser leg seams; cut with generous body rise, narrowed at the knee to 90 cm and widened at the bottom of leg to a width of 92.50 cm to form a slight bell shape to fit over the boot; plain bottoms extending to the heel at the rear and bias cut rising towards the front so that the front rests on the instep without a “break” in the front crease. Scuff protectors are to be inserted front and back at the bottom of the trouser legs. Worn by Chief Warrant Officers and below.

e. **Infantry Shoulder Sash.** Authorized for infantryman only, crimson for Warrant Officers, scarlet for Sergeants; worn over the right shoulder; worn by Master Warrant Officers, Warrant Officers, and Sergeants only.

f. **Gloves:**

(1) Drum-Majors and base and tenor drummers of Corps of Drums will wear drummers’ gauntlets of white buff leather.

(3) All others will wear white cotton gloves.

g. **Footwear.** Standard pattern, black leather ankle boots.

h. **Medals.** As described in Reference A, Chapter 4.

i. **Waist Belt.** White plastic or web belt with regimental buckle; keepers as close as possible to the buckle.

j. **Drummers’ Dress Cords.** Cord and tassels in regimental colours - cord with braided end around right shoulder across chest with tassels fastened to left shoulder. Worn by Drum Majors, side drummers and buglers of Corps of Drums.

k. **Drummers’ Aprons.** Leopard skin with artificial eyed head, thrown up cloth lined with straps and brass polished buckles, worn by bass and tenor drummers.

31. **Drum-Majors.** Full Dress for Bandsmen with exceptions as noted below.

a. **Tunic.** As described at paragraph 28, sub para c, except for the following:

(1) **Collar.** Ornamented with 1.25 cm gold Russian braid at the bottom of the collar;

(2) **Shoulder Straps.** Edged with gold Russian braid 0.30 cm wide;

(3) **Cuffs.** Edged with 0.50 cm gold Russian braid ending in a crows foot knot; and

(4) **Shoulder Wings.** Outer and inner border and diagonal stripes of 1.25 cm wide Russian braid.
b. **Sash.** French Grey with gold and silver bullion embroidered unit title, cap badge and battle honours.

c. **Sword.** As described in paragraph 26.

d. **Sword Belt and Slings.** Off-white buff leather or plastic. The sword is always worn hooked up with the basket to the rear.

32. **Soldiers Other Than Bandsmen.** When it is desired to equip soldiers other than bandsmen with full dress uniforms (sentries, guards, etc.), the full dress shall be as for bandsmen, less band accoutrements, badges and shoulder wings.

**REGIMENTAL BLAZER**

33. **General.** Traditionally, Regiment blazers were Rifle Green in colour. In 2000, the approved colour was changed to dark blue. The Rifle Green blazer is still authorized.

34. **Description:**

   a. **Officers.** Dark blue. Double breasteed, three 30 ligne Regimental buttons on each side, two of which are right front closing, two lower patch pockets, one patch pocket on left breast to receive officers blazer crest described at Article 625, two 26 ligne Regimental buttons on each cuff, and cuff closing;

   b. **Chief Warrant Officers and Below.** Dark blue. Double breasted, two 30 ligne Regimental buttons on each side, two of which are front closing, two lower patch pockets, one patch pocket on left breast to receive the applicable blazer crest as described at Article 625.2 and 625.3, two 26 ligne button on each cuff, and cuff closing; and

   c. **Blazer Option - All Ranks.** A dark blue, single breasteed, single, double or triple 30 linge front closing, double vent in back, blazer is authorized as an alternative to the traditionally styled blazer. All other detail remains the same.

   d. **Accessories.** A white shirt, Regimental tie, charcoal grey flannels, dark socks and dark leather shoes are appropriate for wear with the blazer. Bow ties or the VP tie will not be worn.

35. **Regimental Tie.** A diagonally striped tie 135 cm long and approximately 10 cm at its widest point, in Regimental colours; stripes being 1.25 cm wide of maroon, gold and royal blue running from upper left to lower right. The tie may be worn as appropriate with civilian attire, but is the only tie authorized for wear with the Regimental blazer with the exception of those officers who have been presented a Colonel-in-Chief tie.

36. **VP Tie.** This tie is approved for wear with civilian attire. It will not be worn with the Regimental blazer. The tie is rifle green embroidered with the VP and coronet in gold in a diagonal pattern 3.75 cm apart.
37. **C-in-C Tie.** This tie is awarded by the C-in-C from time to time at her discretion, and is approved for wear with the Regimental blazer. The tie is red, embroidered with the C-in-C’s coat of arms in miniature.

![Regimental Ties](image)

*Figure 3. Regimental Ties.*

38. **Regimental Blazer Crests.**

   a. **All Ranks.** A VP surmounted by a coronet, 6.25 cm in height and 6.25 cm wide.

   b. **Association.** Members of the Association may wear the blazer crest or the Association crest. In gold bullion embroidery, a VP and coronet, below, a scroll inscribed “PPCLI Association;” overall 6.25 cm high and 6.25 cm wide.

![Blazer Crests](image)

*Figure 4. Blazer Crests.*

**DRILL AND CEREMONIAL (GENERAL)**

39. **General Procedures.** The drill and ceremonial procedures used by the Regiment generally follow those laid down in the Reference D. Reference C is not all-encompassing and the Regiment maintains certain peculiar procedures by custom and choice. Therefore, the content of this Chapter will normally take precedence over Reference C in the case of Regimental peculiarities.

40. **Parade Commands.** Only the Commanding Officer and RSM may use the term “Patricia’s” in a formal drill commands.
41. **Regimental Fix and Unfix Bayonets.** The Regimental fix and unfix bayonets is unique to PPCLI. It was originally the universal practice in the 1935 drill manual, but was later discontinued in the 1951 version. The practice is continued because the individual movements of the fix and unfix are coordinated by sight rather than sound, which on a large parade ensures that movement across the whole parade frontage is simultaneous. The detailed procedure is included at Annex D to this Chapter.

42. **Dressing.** Dressing is carried out in accordance with the drill manual Reference C except that: On the third movement, before correcting alignment all except the marker raise the left foot until the thigh is parallel to the ground and bring it down to the position of attention in double-quick time, then commence shuffling smartly to correct alignment.

43. **Quarter Guards.** The Guard Commander of a Quarter Guard is normally a Sergeant. This position is on the right of the guard and not covered off. The Master Corporal, next senior, is the Corporal of the Guard. His position is on the left of the guard and not covered off. A Bugler is normally mounted with the guard and his position is on the right of and in line with the Guard Commander. Where possible, the Bugler conforms to the movements of the guard.

44. The composition of a Quarter Guard will be as follows:
   a. Guard Commander: One Sergeant;
   b. Guard Second-in-Command: One Master Corporal;
   c. Guard: 14 Corporal/Privates; and
   d. Bugler: One.

45. Quarter Guards will be mounted and turned out as ordered on the following occasions:
   a. to pay compliments to members of the Royal Family;
   b. to pay compliments to the Colonel-in-Chief;
   c. to pay compliments to the Colonel of the Regiment;
   d. to pay compliments to certain distinguished personages;
   e. to pay compliments to officers of general rank; and
   f. at other times when this type of ceremony is considered appropriate.

46. When the Quarter Guard is turning out, the Guard Commander remains on the right of his guard and does not accompany the inspecting officer (or personage) unless directed to do so.

47. In paying compliments, the Guard Commander conforms to the movements of the guard.
48. The sentry warns the Guard Commander and the guard of the approach of the officer (or personage) for whom the guard will turn out by calling out "Turn out the Guard."

49. The guard turns out at the double, rifles at the shoulder, bayonets fixed; form up at the open order and dress automatically. The Bugler falls in two paces to right of the Guard Commander.

50. When the dignitary is in position on the dais centred on the guard, the guard commander will give the commands:

   a. ___Battalion Princess Patricia's Canadian Light Infantry Quarter Guard, General Salute Present Arms;

   b. Guard Shoulder Arms;

   c. Good Morning/Afternoon/Evening Sir/Madam, I am Sgt ___________, ___Battalion Princess Patricia's Canadian Light Infantry Quarter Guard, formed up, awaiting the pleasure of your inspection; and

   d. the guard shall remain at the shoulder for the inspection. They shall order arms only if requested to do so by the inspecting personage.

   e. The guard commander will remain in position unless asked to accompany the inspecting dignitary.

   f. The dignitary will then move back to the dais in front of the guard, and when he or she is in position on the dais, the guard commander will give the following words of command:

   g. Battalion Princess Patricia's Canadian Light Infantry Quarter Guard, General Salute Present Arms; and

   h. Guard, Shoulder Arms.

   i. The dignitary will then leave the dais, and the guard commander will dismiss the guard. The guard dismisses at the open order. If an officer is present the guard dismisses in the usual manner, saluting at the shoulder, and doubles away.

51. Feu de Joie. The ceremony of Feu de Joie will be carried out by the Regiment generally in accordance with Canadian Forces Manual of Drill and Ceremonial A-PD-201. However, a number of exceptions may be made to the prescribed format.

52. Parade Sequence. The parade sequence may be varied as follows, depending upon the circumstances of the ceremony and the desires of the CO:

   a. the formation of the parade;

   b. the reception of the reviewing dignitary;
c. the inspection;

d. the march past (either at this point or following the Feu de Joie);

e. the Feu de Joie;

f. the march past (if not done earlier) and advance in review order; and

g. dismissal.

53. **Officers' Sword Drill.** The drills are as follows:

a. Officers will not return and draw swords when the unfix and fix bayonets is done before and after the firing of the Feu de Joie; and

b. Officers will salute during the Feu de Joie as follows:

   (1) on the word of command "PRESENT," bring the sword to the recover;

   (2) on "COMMENCE" bring the sword to the salute; and

   (3) on "RELOAD" or "UNLOAD" bring the sword to the recover and carry positions.

54. **Trooping and Presentation of Colours.** Details of these ceremonies are included in Annex E to this Chapter. As the Trooping of the Colour ceremony is the most complex parade format and contains the basis of just about every other ceremonial parade, no other parade formats are included in the chapter.

55. **Regimental Change of Command Parade.** Details of this ceremony are included at Annex F. A Regimental Change of Command parade should be conducted under the most formal circumstances as possible:

a. maximum parade strength of the battalion or unit;

b. both the Regimental and the Queen's Colours should be on parade;

c. if possible, the parade should be conducted in Number 1 order of dress with personal weapons; and

d. at the out-going CO's discretion, a roll past may be incorporated.

**REGIMENTAL MARCHES**

56. **The Regimental Quick March.** The Regimental Quick March is a medley of "Has Anyone Seen the Colonel," "Tipperary" and "Mademoiselle from Armentieres" as per Reference D. The musical score is at Annex G to this chapter.
57. The Regimental Slow March. The Regimental Slow March is "Lili Marlene," as arranged by Warrant Officer S.S. Richardson, PPCLI Regimental Band, 1970 as per Reference D. The musical score can be found at Annex G.

58. Battalion Marches. At the 67th Meeting of the REC, the following marches were adopted as Battalion Marches or Battalion Signature Marches:

   a. First Battalion. "The Maple Leaf;"
   b. Second Battalion. "March Winnipeg;"
   c. Third Battalion. "Imperial Echoes;" and
   d. Loyal Edmonton Regiment (4 PPCLI). "Bonnie Dundee."

59. The musical scores of the Battalion Marches are at Annex G.

60. Rising for the Regimental Marches. It is customary for members of the Regiment to stand to attention during the playing of the Regimental Marches.

61. Bugle Calls. The use of bugle calls has generally gone out of practice. At present, bugle calls are normally used for parades and ceremonial purposes. The Regimental Call, for identification purposes, is sounded prior to all other bugle calls. The most common bugle calls are reproduced at Annex H to this chapter. Bugle calls (with the exception of the Alarm) will only be carried out during garrison or non-wartime training or ceremonial activities as directed by the CO. Some of the bugle calls which may be heard during the day are:

   a. Reveille;
   b. Warning for Parade;
   c. Tattoo (First Post);
   d. Lights Out;
   e. Alarm;
   f. Officers’ Dinner (1st & 2nd Call);
   g. Tattoo (Last Post); and
   h. Retreat.

62. Between Tattoo and Reveille no call will be sounded, except "Lights Out" (which will be sounded a quarter of an hour after "Last Post") and the "Alarm," "Fire Alarm" or other signal for troops to turn out. On the "Alarm" being sounded, all troops will turn out under arms.
63. **Regimental Songs.** Regimental Songs are found at Annex I.

**COLOURS, BADGES AND DEVICES**

64. **The Original Colour.** On the 23 August 1914, Her Royal Highness, Princess Patricia of Connaught, subsequently Lady Patricia Ramsay, presented to the Regiment a Camp Colour which she had designed and worked by hand. Because it was a Camp Colour, no formal regulations were broken when it was carried to France. It remained with the Regiment throughout all actions that the Regiment took part in during the First World War. Following the Second Battle of Ypres, the Camp Colour was unofficially recognized as a Regimental Colour and afforded due respect and compliments. On 28 January 1919, at St Leger, Belgium, the Founder had the Camp Colour consecrated.

65. Her Royal Highness, Princess Patricia of Connaught, decorated the Original Colour on 21 February 1919, at Bramshot Camp, England, with a Wreath of Laurel, in silver gilt, bearing the inscription: TO THE PPCLI FROM THEIR COLONEL-IN-CHIEF PATRICIA IN RECOGNITION OF THEIR HEROIC SERVICE IN THE GREAT WAR, 1914-1918. Princess Patricia’s Canadian Light Infantry is the only Canadian unit to have a Standard, Colour or Guidon so decorated.

66. In 1922, the original colour was encased and retired as the Regiment's most prized possession and now rests in the Regimental Museum. The Wreath of Laurel was carried affixed to the head of the pike of the Regimental Colour, from 1947 to 1953, when, because of age and deterioration, it was removed and replaced on the Original Colour in the Regimental Museum.

67. **King's and Regimental Colours (1922 – 1934).** In 1922, a facsimile of the Original Colour was obtained. This facsimile and a silk Union Jack were presented to the Regiment at Winnipeg, Manitoba, by Viscount Byng of Vimy, Governor-General of Canada. Unfortunately, the Original Colour, its replica and the silk Union Jack could not be registered with the College of Heralds, although they were recognized as Colours. The replica and the silk Union Jack were laid up in All Saint's Church, Winnipeg, Manitoba, in 1934. Both of these artefacts now lie in the Regimental Museum in Calgary.

68. **King's/Queen's and Regimental Colours (1934 – 1959).** On 14 April 1934, the Earl of Bessborough, Governor-General of Canada, at a parade in the Minto Street Armouries, Winnipeg, Manitoba, presented the Regiment with Colours acceptable to the College of Heralds. The Regimental Colour had emblazoned on it the ten Battle Honours awarded to the Regiment for its actions during the Great War and gazetted in 1919. Upon the death of King George VI and the accession of Queen Elizabeth II, the King's Colour became the Queen's Colour. These Colours became the Colours of First Battalion upon the formation of Second Battalion in 1950 and were eventually retired and laid up on 25 November 1959, in St Paul's Garrison Church, Esquimalt, British Columbia. The Colours were later transferred to the Regimental Museum.

69. **First Battalion Colours (1959 – 1977).** Queen's and Regimental Colours, emblazoned with twenty-two Battle Honours were presented to the First Battalion, on 17 July 1959, by Her Majesty Queen Elizabeth II, in Victoria, British Columbia. As part of the Regimental 50th Anniversary Ceremonies, the Colonel-in-Chief decorated the Regimental Colour of the First Battalion with a facsimile of the Wreath of Laurel. This event took place in Fort MacLeod, Germany on 10 August 1964. These Colours were retired on 8 May 1977 and are laid up in the Regimental Museum.
70. First Battalion Colours (1977 – 2000). On 8 May 1977 at McMahon Stadium, Calgary, Alberta, the Colonel-in-Chief, The Lady Patricia Brabourne, CBE, CD, JP, DL, (as the Right Honourable Countess Mountbatten of Burma was then known) presented new Queen's and Regimental Colours to her First Battalion. In this stand of Colours, the National Flag of Canada replaced the Union Jack as the Queen's Colour. These Colours were retired on 24 June 2000 and are laid up in the Regimental Museum.

71. First Battalion Colours (2000 to date). On 24 June 2000, at The Edmonton Garrison, Edmonton, Alberta, the Colonel-in-Chief, The Countess Mountbatten of Burma presented new Queen’s and Regimental Colours to her First Battalion.

72. Second Battalion Colours (1953 – 1969). On 11 September 1953, in Currie Barracks, Calgary, Alberta, the Colonel-in-Chief, the late Lady Patricia Ramsay, VA, CI, CD, presented Queen's and Regimental Colours to the Second Battalion. The United States Distinguished Unit Streamer was officially attached to the Regimental Colour on 9 June 1956, by His Excellency Livingstone T. Merchant, United States Ambassador to Canada, at a parade in Currie Barracks, Calgary, Alberta. The Battle Honours for the Second World War and Korea were gazetted in 1957. Because the Regimental Colour of the Second Battalion was emblazoned with only the Battle Honours of the First World War, the Colour was dispatched to the Royal School of Embroidery in England where the ten Honours of the Second World War and the two for the Korean conflict were emblazoned upon the Colour. The Colonel-in-Chief decorated the Regimental Colour of the Second Battalion with a facsimile of the Wreath of Laurel during the Regimental 50th Anniversary Ceremonies on 19 September 1964 at Hamilton Gault Barracks, Edmonton, Alberta. These Colours were laid up in the Regimental Museum in Currie Barracks, Calgary, Alberta, on 14 September 1969.

73. Second Battalion Colours (1969 – 1991). The Second Battalion was presented new Colours on 5 May 1969, by General J.V. Allard, CC, CBE, DSO, ED, CD, Chief of the Defence Staff in Fort MacLeod, Germany. The normal life span of Colours is a minimum of 15 years at which time they are replaced in the normal course of events and with due ceremony of presentation. On the occasion of this presentation of Colours to the Second Battalion, the National Flag of Canada replaced the Union Jack on the Queen's Colour. A facsimile of the Distinguished Unit Streamer was fastened to the pike of the new Regimental Colour. The Colours were laid up in the Regimental Museum following their retirement on 26 June 1991.

74. Second Battalion Colours (1991 to date). The Second Battalion was presented with new Colours on 26 June 1991, by the then Colonel of the Regiment, Major General H.C. Pitts, MC, CD, at Kapyong Barracks, Winnipeg, Manitoba. On 29 April 2017, a new Queen’s Colour was presented to the Battalion by the C-in-C. The existing Regimental Colour was retained, with a planned replacement in the next five to ten years.

75. Third Battalion Colours (1971-1993). The Third Battalion was presented Colours on 20 November 1971, by His Excellency, The Right Honourable Roland Michener, CC, CD, Governor General of Canada, at Work Point Barracks, Esquimalt, British Columbia. The Colonel of the Regiment, with the prior approval and blessing of the Colonel-in-Chief, decorated the Regimental Colour of the Third Battalion with a facsimile of the Wreath of Laurel, on this occasion. The Colours were laid up in the Regimental Museum following their retirement on 9 March 1993.

76. Third Battalion Colours (1993 to date). The Third Battalion was presented new Colours on 9 March 1993 by the Colonel-in-Chief, the Countess Mountbatten of Burma. The Colours were presented while Third Battalion was on peacekeeping duty in Pacrac, Croatia, and thus it became the
first unit in Canadian history to be presented with consecrated Colours in an operational theatre during hostilities.

77. Lifespan and Procurement. A set of Regimental and Queen’s Colours will normally last from 20 to 25 years, however a set of Colours may last from 5 to 50 years depending on use and storage conditions. Units requiring new colours should commence planning two years prior to the anticipated presentation of new Colours. In order for a unit to acquire a new set of colours, units should submit a request in accordance with reference D through RHQ to the Directorate of History and Heritage (DHH). DHH will let a Supply and Services contract competition and will provide all specifications to the manufacturer when selected. The full cost of producing a new set of colours will be borne by the system. Direct liaison will only be affected between the DHH staff and the manufacturer. The unit is only authorized liaison with the DHH staff. DHH maintains a master timetable for the replacement of colours; all three Patricia battalions are due to have their colours replaced between 2019 and 2024.

78. Normally, a minimum of 18 months’ notice is required to approve and produce new Colours. The Inspector of CF Colours and Badges inspects the finished product (from the manufacturer). If approved by the inspector, the Colours will only be released to the unit 30 days prior to the approved presentation date.

79. Note that His Excellency the Governor General, on behalf of Her Majesty the Queen, has sole right to present or decide who will or will not present Colours. The Regiment or unit must, therefore, make a request through the chain of command to the Governor General’s office requesting approval for a personage other than the Governor General presents the Colours. Details are found in Reference D Chapter 5.

80. Repairs. Minor repairs are coordinated locally through Base Supply sections. DHH may be able to assist by providing material on accoutrements. DHH 3 is the OPI.

PROTOCOL

81. Parading and Trooping of Colours. The orders and regulations governing the parading of Colours are contained in Reference C. The detail included hereunder is a summary of those regulations. As a general rule, when a battalion parades as a unit and it is desired to carry Colours, then both Colours shall be carried.

82. Parading Both Colours. Specifically, both the Queen's and Regimental Colours shall be paraded together only with a minimum of a 100 man guard mounted for:

   a. Her Majesty (HM) the Queen and His Royal Highness (HRH) Prince Philip Duke of Edinburgh;

   b. other members of the Royal Family;

   c. Foreign Sovereigns and Members of Reigning Foreign Families and Presidents and Heads of State of Commonwealth and Foreign Countries;

3 A-AD-200-000/AG-000 Chapter 5 paragraph 35.

3-22/41
d.  the Governor-General of Canada;

e.  Governors-General of Commonwealth Countries; and

f.  the Lieutenant-Governor of a Canadian Province within his jurisdiction.

83. In addition, both Colours may be carried with a battalion on parade on the following occasions:

a.  on HM the Queen's birthday;

b.  at a funeral of a dignitary entitled to a 100 man Guard of Honour;

c.  on a unit ceremonial parade, at the discretion of the commanding officer; and

d.  on occasions as directed by NDHQ.

84. **Parading the Regimental Colour.** The Regimental Colour shall be paraded by itself only:

a. with a 50 man guard mounted for:

   (1) the Prime Minister of Canada, Prime Ministers of Commonwealth and Foreign Countries, Ambassadors and High Commissioners; and

   (2) the Minister of National Defence and the equivalent of Commonwealth and Foreign Countries;

b. with a 50 man guard of honour mounted for General Officers of the rank of Brigadier General, or equivalent, and above; and

c. when trooped before a personage other than those specified at article 417.2 below.

85. **Saluting with Colours.** On all occasions listed above, the Colours shall be lowered (dipped) during the Royal Salute. On all other occasions (where a General Salute is given) the Colour shall be let fly during the General Salute.

86. **Trooping the Colour.** When Trooping the Colour, only one Colour is carried except at presentation of new Colours, when both the old Colours may be trooped before casing and marching off. The Queen's Colour shall not be trooped by itself except in the case of a guard mounted for HM The Queen, other members of the Royal Family, the Governor General, a Lieutenant-Governor within his or her sphere of jurisdiction, or on a ceremonial parade in honour of the Queen's birthday. These represent the only occasions when the Queen's Colour shall be paraded by itself. The term "Other Members of the Royal Family" as used in the regulations means the immediate members of the Royal Family, i.e., those who are entitled "His or Her Royal Highness."

87. **Trooping and Presentation of Colours Ceremonies.** Details are found at Annex E.
88. **Regimental Departures from the General Rules.** Historically, there have been few departures from the general rules as given above. The most notable are as follows:

   a. **Second Battalion.** When Second Battalion was quickly organized in 1950, it had no Colours. Consequently, prior to its departure on active service, the Regimental Colour of First Battalion, being the only existing Regimental Colour in service, was trooped through Second Battalion.

   b. **First Battalion.** Similarly, in 1953, on the occasion of the first Presentation of Colours to Second Battalion, the Regimental Colour of First Battalion was trooped through the combined parade of First and Second Battalions and the Depot.

   c. **Private Soldiers.** Second Battalion traditionally employs two private soldiers as escorts to cased Colours, symbolizing the trust and responsibility traditionally placed upon them.

89. **Hosting the Colour Party.** It is customary for the colour party to be hosted by the senior subaltern or colour ensign immediately after the Colours are returned to the Officers' Mess. The traditional drink is chilled dark rum. While there is no record of an official Regimental drink, chilled dark rum has been adopted following this custom.

**INSTRUCTIONS FOR HANDLING AND DISPLAYING COLOURS**

90. **Safekeeping.** The Colours are to be treated with the greatest respect and reverence and paid the compliments they are due at all times. The Queen's and Regimental Colours will be cased and held, when possible, in the Officers' Mess or Battalion Headquarters, when not required on parade, with the following exceptions:

   a. they may be uncased and displayed in the Officers' Mess on the occasion of Regimental functions;

   b. they may be uncased and displayed permanently, in the Officers’ Mess or Battalion Headquarters if possible, if a secure and appropriate display case is provided;

   c. they may be uncased and displayed behind the head table in the Warrant Officers’ and Sergeants’ Mess on the occasion of a Regimental Mess Dinner in the Warrant Officers’ and Sergeants’ Mess;

   d. with the prior approval of the CO, the Colours may be uncased and displayed in the Warrant Officers’ and Sergeants’ Mess prior to the Trooping, as the QMSI and/or escort are entrusted to have the Colours on parade. This symbolizes the trust, honour and responsibility placed on our soldiers; and

   e. they may be uncased and displayed in a location approved by the CO on the occasion of an All Ranks' Celebration.

91. **Escorts.** The custody, control and maintenance of the Colours shall at all times be the responsibility of the Senior Subaltern of the Battalion. Except as outlined in paragraph 79 above, the Colours will always be moved under an armed Colour party consisting of:
a. the Senior Subaltern carrying the Queen's Colour and in command of the party, on the right;
b. the Junior Subaltern carrying the Regimental Colour, on the left;
c. one Master Warrant Officer and two Warrant Officers, Sergeants or Master Corporals to perform the role of armed escorts;
d. two Sergeants or below, except in the case of the Second Battalion who will normally use only privates to uncase the Colours; and
e. when only one Colour is being moved, the party will consist of one officer and three escorts.

92. During traditional ceremonial parades (Trooping, Freedom of the City, Change of Command parades), the QMSI shall be the senior escort. However, at the discretion of the CO, selected MWOs and WOs may be used as the senior escort for battalion parades when the Colours are paraded. This will ensure continuation of the high standard of dress and drill. When the Colours are removed from the Officers' Mess or Battalion Headquarters for shipment, repair, cleaning or alteration, an armed escort is not required. On such occasions, the CO shall ensure the safe custody of the Colours.

93. Displaying Colours. The procedure of positioning the Colours is as follows:

a. the Colours should be mounted with the Colour pikes crossed so that the Queen's Colour is in front of the Regimental Colour and on the left as viewed from the front. The reverse of the Queen's Colour and the obverse of the Regimental Colour will be seen from the front when Colours are uncased for display purposes; and

b. when Colours are placed on a pile of drums the same procedure is followed as detailed above.

94. Wreath of Laurel. The Wreath of Laurel will be affixed to the Regimental Colour, facing the front, at all times when the Colour is carried uncased. The Wreath will remain in its holder on the Colours stand on all other occasions.

95. Uncasing the Colours. The following drill procedure is to be used as a guide for the uncasing and casing of the Colours as it concerns the incorporation of affixing and removing the Wreath of Laurel. The following references refer to both the Queen's and Regimental Colour being on parade:

a. the uncasing NCOs or soldier will march three paces in rear of the Colour Party;

b. the uncasing NCO or soldier for the Regimental Colour shall carry the Wreath in his left hand, arm fully extended and held firmly to the side of the body with no part of the Wreath extending below the hand;

c. when the Colour Party has been halted, at the place designated for the uncasing of the Colours, the NCO or soldier carrying the Wreath of Laurel will hang the Wreath
on the hook, previously positioned on the right side of his belt. This affords him the use of both hands for uncasing the Colour;

d. on the Senior Subaltern's order, "uncase the Colours," the uncasing NCOs will turn outward and move, by wheeling, to a position five paces in front of and facing their respective Colour, halt and salute. They are, at this point paying the normal compliment due the officers carrying the cased Colours. On the completion of the salute they will take one pace forward and bring the left forearm up to a position parallel to the ground. Once the NCOs have completed their movements, the Colour Officer will lower the Colours until the pikes are parallel to the ground and the top of the pikes are in the left hands of the NCOs;

e. the cases will then be untied and removed in unison, and then draped over the left arms of the NCOs, with the brass heads on the left side;

f. once the cases have been removed and the Colours dressed in their present positions, the NCOs will return to their position at the head of the pike. The Senior Subaltern shall order "Present Arms." The NCO attending the Queen's Colour will remain at attention, left hand holding the top of the pike, until the Wreath of Laurel has been affixed to the Regimental Colour;

g. the NCO attending the Regimental Colour will remove the Royal Crest from the head of the pike by unscrewing it, putting the screw through the hole prepared for it in the bracket of the wreath, and replacing the Royal Crest. Both the lion of the Royal Crest and the Wreath of Laurel must be fixed facing the ground in order that both face the front when the position of attention is adopted. He will then adopt the position of attention at the head of the pike;

h. the affixing of the Wreath of Laurel must not be rushed as it could jeopardize the correct positioning of the Wreath and the securing of it to the pike;

i. on a signal from the Senior Subaltern, the Colours will be raised to the position of the "Order." The uncasing NCOs will assist by giving a small upward flick of the wrist with no appreciable movement of the left forearm. They will then move forward three paces and "Dress the Colours," and then return three paces in front of and facing their respective Colour. The Senior Subaltern shall order "escort, shoulder arms" on the last movement of the shoulder arms. The NCOs or soldiers shall salute, turn outwards, wheel around to the rear of the Colour Party and march shoulder to shoulder until clear of the uncasing area. They should then be dismissed until required to "Case the Colours."

96. Casing the Colours. The procedure for the removal of the Wreath of Laurel and the casing of the Colours will be in the reverse to that detailed for uncasing with the following points to be noted:

a. if both Colours are on parade, the NCO attending the Queen's Colour will not case the Colour until the Wreath of Laurel has been removed from the Regimental Colour. Both Colours will be cased simultaneously; and

b. the procedure to be followed for folding the Colour(s) is as follows:
with the Colour Officer assisting, the outer fringe is brought up on the Officer's left, until it has just overlapped the pike. The outer edge of the remainder of the Colour is then brought up in the same manner. This is repeated until approximately six inches of the Colour is left showing as it lies on the pike;

(2) the tassels and cords are then wrapped around the Colour, three times, starting at the right side of the casing NCO’s, until the tassels are laying on the bottom of the Colour where they will be held by the Colour Officer; and

(3) the case is then placed over the Colour.

97. Displaying the Colours in the Warrant Officers' and Sergeants' Mess. Regimental Colours may be displayed in the Warrant Officers' and Sergeants' Mess during formal functions if authorized by the Commanding Officer. When such authority is granted, a Colour Party will be formed and will escort the Colours to and from the function.

98. Procedure. Under command of the senior subaltern, the Colour Party will remove the Colours from the Officers' Mess or Battalion Headquarters. If the weather is inclement, or the distance too great, the Colour Party will travel by vehicle, otherwise, the Colours will be marched to the Warrant Officers’ and Sergeants' Mess. If the Colours are dressed in a display case in the Officers' Mess, they may be so removed and marched to the Warrant Officers’ and Sergeants' Mess. If the Colours are cased, the Colour orderlies will join the Colour Party at the Warrant Officers’ and Sergeants' Mess where the uncasing drill will be carried out. The Colour Party will form at the entrance of the Warrant Officers’ and Sergeants’ Mess and either carry on with the uncasing drill or proceed directly to the place where the Colours are to be lodged for display.

99. Displaying the Colours. During the function, the stand of Colours will be displayed behind the head table. The Master Warrant Officer of the Colour Party will sit at the end of the head table opposite the PMC. The remainder of the Senior NCOs’ of the Colour Party will take their places as directed by the PMC. The Colour Officers may return to the Officers’ Mess or other location to await the call to retrieve the Colours. At an appropriate moment after the function, the Regimental Sergeant-Major will order the Colours be returned to the Officers' Mess or Battalion Headquarters. The Colour Party will then remove the Colours and reform at the Mess entrance for casing. The Colours will then be marched to the Officers' Mess or Battalion Headquarters for lodging.

REGIMENTAL BADGES AND DEVICES

100. Use of Regimental Devices. Regimental Devices will not be used for commercial purposes without the authority of PPCLI Regimental Headquarters and items carrying Regimental identifiers will not be produced by units or individuals of the Regiment without prior authority. The use of the stylized VP and coronet device is traditionally used for officer and officer mess items and the Regimental cap badge for use by all others.

101. Original Cap Badge. Within an annulus inscribed “Princess Patricia's Canadian Light Infantry,” a Marguerite flower; the whole surmounted by a Tudor crown. The Officers’ badge had a gilt centre and the remainder was silver. The other ranks’ badge was of brass throughout (GO 95/1922). The cap badge was 4.9 cm long by 3.1 cm wide.
102. **Second Cap Badge.** On 15 June 1933, the cap badge was changed by removing the Marguerite flower and replacing it with the personal cypher and Coronet of HRH Princess Patricia. The centre of the officers' badge was pierced (cut away) and of gold or gilt with the remainder of the badge being silver. The other ranks' badge was of solid brass. (Height 4.75 cm, width 3.3 cm) (GO 113/1933).

103. **Third Cap Badge.** In 1948, the other ranks' badge was pierced in the same manner as the officers' badge of 1933 but was of brass with a white metal centre.

104. **Current Cap Badge.** The Tudor Crown was replaced by the St Edward's Crown in 1956 at the choice of Her Majesty Queen Elizabeth II (Height 5 cm, width, 3.3 cm). The cap badge in service today is described as follows: "Within an annulus inscribed Princess Patricia's Canadian Light Infantry, the cipher and coronet of HRH Princess Patricia, pierced; the whole surmounted by the Crown, the coronet of HRH Princess Patricia comprised of crosses patte interspersed with strawberry leaves". The Officers' and Chief Warrant Officers’ badge: annulus and crown in silver, the cipher and coronet in gilt or gold. The other ranks' badge: annulus and crown in brass, the cipher and coronet in white metal.

![Figure 5. The Current Cap-badges.](image)

105. **Collar Badges.** The Bugle Collar Badge was first worn by officers in 1917 and was issued to other ranks in 1920 (From the formation of the Regiment until 1917, the Marguerite cap badge was worn by the officers as a collar badge. Other ranks wore the general service maple leaf collar badge). The officers’ collar badge is silver with a gilt overlay and the other ranks’ badge is brass. The “bugle horn” is the common symbol of all rifle and light infantry regiments and recalls their historic origin as “skirmishers” in which their battlefield movements were ordered by bugle calls. The collar badges are worn in pairs and are not interchangeable. The collar badge consists of a bugle suspended from the coronet of HRH Princess Patricia, (the coronet comprised of three visible crosses patte interspersed with two visible strawberry leaves) by cords with tassels, across the cord a scroll inscribed "Patricia's," height 2.50 cm, width 3.25 cm, the scroll in gilt or gold, the remainder in silver; and the other ranks’ badges are the same as above except the whole is in brass.

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4 The Bugle Collar Badge is sometimes known as a ‘powder horn’ however, research indicates that Bugle Horn is the correct term.
106. **Shoulder Title.** The white on red shoulder title was introduced by the Regiment's first Commanding Officer, LCol F.D. Farquhar, DSO, in November 1914. The PPCLI was amongst the first Canadian regiments to adopt a cloth embroidered title and by the Second World War, this practice was in general use throughout the armies of the Commonwealth. The Shoulder Title is red cloth patch with white lettering in an upward curve. The letters are on a red background measuring 7.5 cm in width and 2.5 cm in height, with the letters “P.P.C.L.I.” in white thread 1.25 cm in height. The Colour Pantone for the white on red shoulder title is as follows:

<table>
<thead>
<tr>
<th></th>
<th>C</th>
<th>M</th>
<th>Y</th>
<th>K</th>
<th>R</th>
<th>G</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS 1807U</td>
<td>19</td>
<td>100</td>
<td>100</td>
<td>13</td>
<td>180</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

107. **Velcro Patch CADPAT.** A rectangular badge made from combat material. The letters PPCLI, sewn on with olive drab thread and with olive drab thread border. Height 2 cm, length 5.5 cm.
108. **Buttons.** A rimmed gilt or brass button inscribed with the cypher VP and the coronet of HRH Princess Patricia in 40 ligne, 30 ligne, 26 ligne and 20 ligne sizes. Note: the former other ranks' button of identical design but without the brass rim is obsolete but may still be worn with full Band Dress by the Corps of Drums.

109. **Use of Badges as Logos.** The 77th meeting of the Regimental Executive Committee formally recognized the customary use of the VP and coronet device as the logo normally employed by the Officers' Mess and the Regimental cap badge as the logo normally employed by all other institutes.

**REGIMENTAL COIN**

110. The Regimental Coin is an identification symbol and membership token within the Regiment. The coins are numbered and ownership is recorded at RHQ. The coin was originally of pure nickel, 35mm in diameter and reflects the VP and Coronet on the obverse and the cap badge on the reverse. In raised lettering, the obverse will show Princess Patricia's Canadian Light Infantry in circular fashion, the registration number appearing at the bottom of the coin on the reverse, where space is provided for engraving the owner's name which, if desired, may be done at personal expense. As part of the Regimental Gratuities Plan (effective May 1997), all new Regimental members will receive a numbered coin on joining their unit (normally presented on completion of DP1 or Phase 4 Infantry Officer Training).

111. Those who were not previously issued a coin shall contact RHQ. Coins are available through the Regimental Kit Shops at a nominal cost. All persons who have served in the Regiment or on strength of a battalion of the Regiment, including The Loyal Edmonton Regiment (4 PPCLI), are eligible to buy a coin.

112. Replacement Regimental coins are available. A new registration number will be assigned to the replacement coin. Due of its nature and intended purpose, only one coin may be purchased by an individual, and none shall be sold to persons without PPCLI affiliation or service. These coins are not to be used as gifts.
113. It has been the custom of other units with Regimental coins to engage in the sport of challenging. In practice, this means that the owner of a coin may, at any time, challenge any Patricia to show him his coin. If the person so challenged has his coin in his possession, the challenger is obliged to stand his opponent to a drink. If the person challenged does not have his coin, then he will stand the challenger to a drink. Both coin of the challenger and the one challenged must be shown.

Figure 9. Regimental Coin.

FACINGS AND OTHER COLOURS

114. Facings. French Grey is the authorized colour of the Regimental Facings of the PPCLI (GO 54/1926). Colour pantone is as follows:

<table>
<thead>
<tr>
<th>French Grey</th>
<th>C</th>
<th>M</th>
<th>Y</th>
<th>K</th>
<th>R</th>
<th>G</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS 5415U</td>
<td>56</td>
<td>11</td>
<td>0</td>
<td>43</td>
<td>76</td>
<td>126</td>
<td>155</td>
</tr>
</tbody>
</table>

115. The facings are the collar, cuffs and cummerbund of the full dress scarlet tunic and officers' scarlet mess dress. The colour is also used for the pugaree of the Wolseley helmet and for the field or background of the Regimental Colour.

116. The French Grey colour was chosen for two reasons:

- a. to commemorate the occasion when the Regiment first went into the line alongside the French Army (6 January 1915) and when it subsequently relieved a Regiment of the French Army; and

- b. in honour of the 3rd Canadian Division, with which the Regiment served during the First World War (22 December 1915 - 11 November, 1918). The colour of the Divisional patch was French Grey.

117. Colours of the Regiment. The recognized colours of the Regiment are Maroon, Gold, and Royal Blue, those being the colours incorporated into the Original Colour by HRH Princess Patricia.
The Colour Pantones are as follows:

<table>
<thead>
<tr>
<th>Colour</th>
<th>C</th>
<th>M</th>
<th>Y</th>
<th>K</th>
<th>R</th>
<th>G</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS 188U</td>
<td>29</td>
<td>100</td>
<td>100</td>
<td>40</td>
<td>128</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PMS 116U/7406U</td>
<td>0</td>
<td>21</td>
<td>91</td>
<td>0</td>
<td>255</td>
<td>204</td>
<td>17</td>
</tr>
<tr>
<td>PMS 2767U</td>
<td>100</td>
<td>100</td>
<td>25</td>
<td>17</td>
<td>0</td>
<td>35</td>
<td>102</td>
</tr>
</tbody>
</table>

Alternating stripes of Maroon, Gold and Royal Blue compose the Regimental tie and ascot. The colours are also used for Camp Flags, Pennants and other Regimental decorations. When using the colours, such as for borders, frame matting or bunting runners, etc, the Maroon is always displayed on the left, Gold in the centre and Royal Blue on the right (or top, centre, bottom if it is displayed horizontally).

Company Colours. The following colours are authorized for the companies within a battalion of the Regiment and Regimental Headquarters:

a. A Company: Red;

b. B Company: Blue;

c. C Company: Light Green;

d. D Company: French Grey;

e. Combat Support Company: Dark Green; and

f. Administrative Company: Maroon.

Company Colours are used as the background for company flags and to colour code equipment belonging to the company and its members.

FLAGS

Camp Flags. Battalion camp flags are flown at or near Battalion Headquarters and are raised and lowered at Sunrise and Sunset. Camp flags may be flown by RHQ and PPCLI Association Branches. Specifications:

a. the battalion camp flag shall be 180 cm by 105 cm plus a hoist of 5 cm;

b. the flag shall have a border of gold measuring 12.5 cm;

c. the field shall be of maroon;

d. in the centre of the field, a roundel of royal blue 37.5 cm in diameter, surrounded by an annulus of gold 2.5 cm wide;
e. superimposed on the roundel, a VP and coronet in gold, edged in black;

f. the coronet shall be 15 cm high;

g. the VP shall be 23.75 cm wide at the top, measured from the outside edge of the “V” to the outside edge of the “P.” From the bottom outside edge of the “V” to the outside edge of the “P” the measurement is 7.75 cm. The VP is 15 cm in height;

h. the distance between the top of the VP and the bottom of the coronet is 2.5 cm;

i. the Battalion number, in Roman numerals, shall be placed in the dexter canton next to the hoist and each figure to be gold, edged in black, 2.5 cm wide and 11.25 cm high. The numeral may be produced separately and sewn to the flag as appropriate;

j. the material of the Camp Flag shall be of nylon with the design produced by the “Silk Screen” method; and

k. to ensure standardization, Camp Flags are procured exclusively through RHQ.

Figure 10. Camp Flag.

123. The Colonel-in-Chief’s Camp Flag has the Queen’s coronet vice a battalion number in the dexter canton next to the hoist while the Camp Flags of the Colonel of the Regiment and units other than battalions have nothing in that area.

124. Cadet Corps Flags. Cadet Corps flags will conform to the specifications as laid down in the Queen’s Regulations and Orders for the Royal Canadian Army Cadet Corps.

125. Company Flags. The flying of company flags will be at the discretion of Battalion Commanders. If authorized, flags will be flown at or near company headquarters and should be raised at the start of the working day and lowered at the end of the working day. The specifications are as follows:

a. the flag shall be 55 cm wide by 40 cm high;

b. a 4.7 cm border of gold fringe surrounds the top, bottom and right side (fly);

c. the colour is the company colour;
d. the company letter “A,” “B,” “C,” “D,” “Cbt Sp,” or “Adm” as appropriate will be in gold, 13.75 cm high and 2.5 cm thick, centred;

e. the sleeve shall be 3 cm wide;

f. in the upper dexter canton the Arabic battalion number is placed alongside the VP and coronet, all are in gold;

g. the Arabic number shall be 5 cm high;

h. the VP shall be 5 cm high by 11 cm wide; and

i. the coronet shall be 4 cm high, 1.25 cm above the VP and 2.5 cm from the flap of the flag.

126. **2 PPCLI Historic Company Flags.** 2 PPCLI has received regimental approval to resume the use of its historic company flags.\(^5\) The specifications are as follows:

a. the flag shall be 55 cm wide by 40 cm high;

b. a 4.7 cm border of gold fringe surrounds the top, bottom, and right side;

c. the fly shall be three cm wide in the appropriate company colour;

d. in the upper dexter canton the Arabic numeral 2 is placed alongside the VP and coronet, all are in white edged in gold (less Cbt Sp):

   (1) the Arabic numeral 2 shall be 5 cm high;

   (2) the VP shall be 5 cm high by 11 cm wide; and

   (3) the coronet shall be 4 cm high, 1.25 cm above the VP and 2.5 cm from the flap of the flag.

e. **Battalion Headquarters**

(1) Design: (TBI)

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\(^5\) Record of motions and votes of the 73\(^{rd}\) Regimental Guard Meeting, dated 13 June 2018.
Figure 11. Battalion Headquarters.

(2) field of turquoise;

(3) in the centre, is the coronet of HRH Princess Patricia in white, edged in gold; the cypher in gold, 30 cm tall and 21 cm wide; and

(4) in the lower sinister canton in gold script is “Bn HQ” 7.5 cm tall, being 3 cm from the bottom and 2.5 cm from the left edge.

f. A Company

(1) Design:

![Image of A Company's design]

Figure 12. A Company.

(2) field of red;

(3) in the centre, is the skull of a steer in white, edged and trimmed in black; the skull being 14.5 cm tall and 43 cm wide;

(4) crossed, behind the skull and centred thereon, branding irons in white, edged in black;

(5) above the top of the skull, the letters “BAR” in white, edged in white, 3 cm above the skull and centred thereon; letters 3 cm tall; and

(6) below the bottom of the skull, the letter “A” in charcoal edged in black; letter 9 cm tall, 3 cm below the skull and centred thereon.

g. B Company

3-35/41
(1) Design:

Figure 13. B Company.

(2) field of blue;

(3) in the centre is a bucking horse facing right, in white, edged in gold; the horse being 28 cm tall and 30 cm wide; and

(4) in the lower sinister canton, the letter “B” in white, edged in gold; letter 10 cm tall and positioned 3 cm from the bottom and right edge.

h. C Company

(1) Design:

Figure 14. C Company.

(2) field of light green;

(3) centred horizontally the letter “C” in white, edged in black, 6 cm from the bottom; letter being 18.4 cm tall and 2.5 cm thick;

(4) centred within the “C”, a cowboy hat in white, edged in black; hat being 8.25 cm tall and 23.5 cm wide; and

(5) on the horizon of the field, three mountain peaks in white, edged in black, the nearest in the upper dexter canton, the farthest in the upper sinister canton, the middle peak centred on the field; all peaks 5 cm from the top edge at their highest point.

i. D Company
Design:

Figure 15. D Company.

(1) Design:

(2) field of French Grey;

(3) centred on the field, the letter “D” in blue; letter being 13 cm tall, 10 cm wide, 2.5 cm thick; and

(4) a stripe in blue; stripe being 5 cm wide running from the bottom left to top right.

j. Combat Support Company

(1) Design:

Figure 16. Combat Support Company.

(2) field of maroon;

(3) centred, the Arabic numeral 2 in blue, edged in gold; the 2 being 30 cm tall, 21.5 cm wide, 5 cm thick;

(4) superimposed upon the number 2, a VP and coronet in white, edged in gold 25 cm tall;

(5) in the upper dexter canton, a cannon in white, edged in gold; the cannon being 5 cm tall and 6.3 cm wide;
(6) in the centre dexter canton, a bugle in white, edged in gold; the bugle being 2.5 cm tall and 5.7 cm long;

(7) in the lower dexter canton, crossed signal flags; top third of light blue, centre third of dark blue, bottom third of light green; the whole edged and trimmed in gold; the crossed signal flags being 7 cm tall and 10 cm at the points;

(8) in the upper sinister canton, crossed pioneer double-edged axes in white, edged in gold; the axes being 5 cm tall by 5 cm wide;

(9) in the centre sinister canton, crossed sabres in gold; the sabres being 4.4 cm tall and 7.6 cm wide; and

(10) in the lower sinister canton, the letters “CBT SP” in white; the letters being 5 cm tall.

k. **Administration Company**

(1) Design:

![Administration Company](image)

*Figure 17. Administration Company.*

(2) field of dark green;

(3) centered, a wheel consisting of four diagonal spokes and a hub bearing 7 bolts in white, edged in black, bolts in black; wheel being 33 cm in diameter;

(4) within the four spokes are centred:

   (a) top – an oil rig in gold and a drilling hut in white, edged in gold;

   (b) right – a gear of 14 teeth in white, edged in gold;

   (c) bottom – a steer in white, edged in gold; and

   (d) left – a sheaf of wheat in white, edged in gold.

(5) in the lower sinister canton, the letters “ADM” in white, edged in gold; letters 7.6 cm tall, being 3 cm from the bottom and right edge.”
PENNANTS

127. A CO’s pennant is flown at or near the CO’s office. It is raised when he first reports for duty in the morning and lowered when he leaves for the day. During a change of command ceremony, the CO’s pennant shall be lowered as the outgoing CO signs the change of command certificate. A new pennant shall be raised as the incoming CO takes over. The old pennant shall be conveyed to the Regimental Sergeant-Major who will present it to the outgoing CO. The custom of presenting the outgoing CO with his pennant originated from the presentation of the original Camp Colour by the Colonel-in-Chief on 21 February 1919, and the CO’s pennant perpetuates the general design and colour of the original. Pennants are to be obtained exclusively from RHQ. The specifications are as follows:

a. the CO’s pennant shall be 70 cm by 50 cm, less the hoist and fringe;

b. a 5 cm border of gold fringe will surround the top, bottom and right side (fly);

c. the hoist shall be 5 cm wide;

d. the field shall be of maroon;

e. in the centre of the field shall be a roundel of royal blue 15 cm in diameter, surrounded by an annulus of gold 2 cm wide;

f. superimposed on the roundel shall be a VP and coronet in gold. The VP shall be 10 cm wide at the top, measured from the outside edge of the “V” to the outside edge of the “P.” From the bottom outside edge of the “V” to the outside edge of the “P” the measurement is 5 cm. The coronet shall be 6.25 cm high;

g. the distance between the top of the VP and the base of the coronet is 1 cm;

h. the battalion number, in Roman numerals, shall be placed in the upper canton, next to the hoist;

i. broadcloth will be used for the pennant itself, while felt will be used for the annulus, VP and coronet and battalion number. The fringe will be of silk; and

j. the Colonel-in-Chief’s pennant has a coronet in the upper dexter canton, replacing the battalion number, while the Colonel of the Regiment’s pennant has nothing.

128. Car Pennants. Reference E restricts the use of Canadian Forces distinguishing flags and flags on vehicles and aircraft. However, paragraph 12 is permissive with regard to "traditional regimental pennants which will continue to be flown according to customary usage" Regimental car pennants denote command and may be flown by the Colonel-in-Chief, Colonel of the Regiment and Commanding Officers of the rank of major and above. A car pennant will be flown from a flagstaff mounted on the right front fender of the vehicle, and will be flown only when the personage it signifies is actually in the vehicle and will be removed or hooded at all other times. The specifications are as follows:

a. the pennant shall be rectangular at 30 cm by 20 cm less hoist and fringe;
b. the hoist is 1cm in width (on one side) while the fringe is 3.75 cm wide;

c. the field shall be of maroon;

d. in the centre of the field, a roundel of royal blue 8.75 cm in diameter, surrounded by an annulus of gold 1 cm wide;

e. superimposed on the roundel, a VP and coronet in gold;

f. the coronet shall be 2.5 cm high;

g. the VP shall be 5cm wide at the top, measured from the outside edge of the “V” to the outside edge of the “P.” From the bottom outside edge of the “V” to the outside edge of the “P” the measurement is 2.5cm. The height is 4cm;

h. the distance between the top of the VP and the coronet is 1.5mm;

i. the battalion number, in Roman numerals shall be placed in the upper canton next to the hoist;

j. the material will be of durable standard, the annulus, VP Coronet and the fringe shall be gold in colour and of standard weave; and

k. car pennants will be exclusively procured by RHQ.

Figure 18. Car Pennant.

129. Parade Square Pennants. Parade square pennants are used to mark the parade square for all types of Regimental and battalion parades and are placed as required by the RSM. They are of no other significance. To ensure standardization the specifications are reproduced below. The pennants are also procured through RHQ. The specifications are as follows:

a. parade square pennants shall be 37.5 cm by 37.5 cm overall;

b. the field shall be of maroon with a border of Royal Blue 3.75 cm wide;
c. in the centre of the field, a VP and coronet in gold. The coronet shall be 12 cm wide at the top, tapering to 8.75 cm at the base and 7 cm high;

d. the VP shall be 13.75 cm wide at the top, measured from the outside edge of the “V” to the outside edge of the “P.” From the bottom outside edge of the “V” to the outside edge of the “P” is 5.75 cm. The height of the VP is 10 cm;

e. the distance between the VP and coronet is 4.5 cm;

f. the battalion number, in Arabic, shall be placed in the dexter canton on the obverse and in the upper canton on the reverse side;

g. the material for parade square pennants will be of broadcloth with the VP and coronet in felt; and

h. the pennant will have affixed to it a set of three pairs of ties for fastening to parade square marker flag poles. These poles will be 120 cm in height.

Annexes.

A. CARE AND MAINTENANCE OF THE WOLSELEY HELMET
B. TYING THE SWORD KNOT
C. MESS DRESS
D. REGIMENTAL FIX AND UNFIX BAYONETS
E. TROOPING OF THE COLOURS
F. REGIMENTAL CHANGE OF COMMAND PARADES
G. REGIMENTAL MUSIC
H. BUGLE CALLS
I. REGIMENTAL MARCHES AND SONGS
CARE AND MAINTENANCE
OF THE WOLSELEY HELMET

GENERAL

1. The helmets, along with all purely Regimental accoutrements, are in short supply and are expensive to replace therefore their proper care and maintenance by units, and individuals holding them is essential.

PAINTING

2. The helmets are made with a white cloth covering which may be painted to afford additional protection and to help maintain a bright and clean surface.

3. Painting should be done under unit arrangements using good quality flat white exterior paint. Latex, acrylic alkyd paint will do as long as it provides a weather-proof, washable surface.

4. When required, old paint may be removed through careful application of a standard paint remover used in accordance with the manufacturer’s instructions. Helmets can then be repainted as above.

CLEANING

5. The outside of the helmet should be cleaned carefully with soap and water. Avoid getting the inside wet as the inside is not waterproof and wetness will lead to warping and eventual destruction.

METAL FITTINGS

6. The brass spike should be periodically polished with a good quality polish. If desired, the shine may be preserved by either applying a protective coating of a clear lacquer formulated for metal surfaces, or electro-plating with a non-tarnishing surface. In either case, treatment should be done under unit arrangements to ensure uniformity.

7. The curb chain may be treated similarly. Before treatment, however, the chain must be removed from the leather backing and re-sewn after treatment. This process requires painstakingly slow hand sewing and is expensive. It should be undertaken only when it is desired to replace the leather backing.

STORAGE AND TRANSPORT

8. When not in use, the helmet should be stored in such a manner to avoid chance of it being crushed or damaged. Preferably it should be stored in a helmet box.
9. In transit, the helmet should be carried in a helmet box or any other sturdy substitute. The spike is to be removed and secured in the reverse side of the mounting collar inside the crown of the helmet.

PUGGAREES

10. Puggarees are available from the Regimental Kit Shop or may be purchased locally from most hardware stores. Replacement should be done collectively under unit arrangements to ensure uniformity. The method of wrapping and pinning the puggaree is illustrated below.

WRAPPING THE PUGGAREE (DUCT TAPE METHOD)

11. Before starting, ensure that the Wolseley Helmet is clean and dry. The following materials are required:
   a. 1 x roll of grey duct tape;
   b. 2 x straight pins; and
   c. 1 x pair scissors.

12. Prepare the tape as follows:
   a. cut the tape into 4 x 40 cm lengths, 4 x 42.5 cm lengths, 2 x 45 cm lengths and 2 x 50 cm lengths;
   b. cut each strip to 2.5 cm wide, then fold one edge down .5 cm. This will become the top edge; and
   c. taper each end of each strip as shown in Step One, below.

WRAPPING THE PUGGAREE (FABRIC METHOD)

13. Normally, a cork plate will be installed at the front and rear seams to facilitate pinning each successive layer of fabric (more pins are required). The puggaree is simply one long strip of fabric which must be folded and tapered as required to achieve the “V” look at both the front and the rear. The end of the strip should be pinned down at the rear of the helmet.
TYING THE SWORD KNOT

Step 1. Feed the loop through the hole in the basket, leaving 1 cm with the knob on the outside.

Step 2. Starting from the lower edge of the basket, tightly wrap the loops counter clockwise around the handle towards the knob.
Step 3. When only a short loop is left, move the band down to allow the knob to fit through the hole in the remaining loop, then push the knob through the hole in the loop (should be tight).

Step 4. Cinch the loop tight by moving the band up to the base of the knob.
PPCLI ARMY MESS DRESS

Reference. A-DH-265-000/AG-001 CANADIAN ARMED FORCES DRESS INSTRUCTIONS, Appendix 1 to Annex B

GENERAL

1. This annex provides the tailoring specifications for the materials, design and construction of the PPCLI Mess Dress jacket, pants and waistcoat. Good tailoring standards should be insisted upon by the officer or Senior NCO ordering the garments.

2. Various tailors throughout the country possess the approved pattern for PPCLI Mess Dress however, Andrei Master Tailor has shops in most major CF establishments. The Regimental Adjutant can provide a list of “out of area” tailors upon request.

JACKET DESIGN AND MATERIALS

3. The jacket is a single-breasted body having the following characteristics:
   a. four PPCLI 20 ligne buttons;
   b. shawl lapel;
   c. two vertical in-breast pockets;
   d. two piece set in sleeve;
   e. scarlet body, barathea or doe skin (DCGEM 275-76) NSN 8305-21-103-3615;
   f. french grey lapel with PPCLI collar badges, cuffs, french grey barathea;
   g. scarlet barathea (NSN 8305-21-103-3615) shoulder straps 6.5 cm at the base tapering to 5 cm at the point with PPCLI 20 ligne buttons at the point and CF mew gold rank insignia for officers. For field officers (Maj and above) the shoulder strap will be embellished with gold lace as a border (NSN 8315-21-872-2883);
   h. fully lined quilted body fronts, heavy satin;
   i. french grey pointed surgeon cuffs (6.25 cm cuff and 14.50 cm at point) with two PPCLI 20 ligne buttons mounted on cuffs. Field level officers (Major and above) will wear .30 cm gold lace (NSN 8315-21-872-2983) as a border on the cuffs to include a crow’s foot knot; and
   j. Other Materials:
(1) front canvas;
(2) shoulder and sleeve-head-pads of good quality using white wadding;
(3) breast felt-white colour used by the canvas front industry;
(4) felling silk - sizes “A” or “B” to match colour of shell material; and
(5) buttons - supplied by the officer or NCO concerned and shall be in accordance with approved PPCLI pattern 20 ligne.

MESS DRESS PANTS DESIGN

4. General. The pants are designed with a high English back, cash pockets in the waistband, and waistband “left on” angled buttons. A trim appearance is desired with a leg wider than a military overall but narrower than normal military CF trouser. Scarlet stripes shall be .50 cm wide on the overall, centred on outside seams.

5. Materials. The following materials will be used in the tailoring of the Mess Dress pants:

a. **Shell.** Midnight blue barathea with .50 cm scarlet barathea stripe, all wool, English 560-590g/m2 hook and bar - drawings CS 265-1, CS 265-2 or CS-H 112 apply.

b. **Slide Fastener.** Medium weight steel RL slide fastener.

c. **Waistband.** Rayon twill, stiffened with good quality interfacing.

d. **Buttons.** General plastic, ivory (vegetable) and metal.

WAISTCOAT

6. General. The waistcoat will be reserved for officer and CWO wear only.

7. Materials. The following materials will be used in the tailoring of the waistcoat:

a. shell midnight blue barathea single breasted with four PPCLI button closure 20 ligne, English, 560-590g/m2. Lining will be black rayon twill;

b. good tailoring standards should be adhered to; and

c. edges to overlap should be about 12.50 cm long, with buttons spaced equidistant.
CUMMERBUND

8. French grey 13/14 oz Barathea material cummerbund will be worn by all MWO’s and below and may be worn by officers and CWO’s.

COLLAR BADGES (COLLAR DOGS)

9. Mess Dress Tunic. The collar dogs shall be centred vertically and horizontally between the fold and the edge of the collar. The base of the badge shall be parallel to the ground with the top of the badge between 9 cm and 12.8 cm below the point where the shoulder seam meets the edge of the collar, depending on the height of the individual. The bugles will face outwards and both badges will be at the same height when the jacket is worn.

FOOTWEAR

10. Either the issue black oxford shoe or Wellingtons without spurs shall be worn with Mess Dress.

TIES

11. A plain black bow-tie (pre-tied or hand-tied) will be worn with Mess Dress.

SHIRT, STUDS AND CUFF LINKS

12. A plain white dress shirt with a pleated unstarched front, French cuffs and a flat standard collar or wing tipped collar may be worn with Mess Dress. Plain gold shirt studs and cuff links, or VP studs and cuff links are authorized. The latter are available for purchase at the Regimental Kit Shop.

MINIATURE QUALIFICATION BADGES

13. When an authorized miniature hazardous skill (normally parachutist) badge is worn with Mess Dress, it shall be worn on the left breast, mounted in line with the collar dogs and centred between the edge of the lapel and the arm seam. Miniature medals, if worn, shall then be mounted 1.25 cm from the bottom centre of the hazardous skill badge and may overlap the collar based on the number of medals.

14. If only miniature medals are worn, they shall be worn on the left breast centred between the seam of the sleeve and the edge of the lapel and mounted 11.25 cm down from the shoulder seam.

RAINCOAT/OVERCOAT

15. The Dress Environmental Uniform (DEU) coat or raincoat is authorized to be worn out of doors as required or ordered by Commanding Officers.
HEADDRESS

16. Normally none, however a beret is worn only when the raincoat or overcoat is worn.

NCM MESS KIT

17. The male PPCLI NCM Mess Dress is identical to the officer’s as described above, with the following exceptions:

a. Jacket:
   (1) the NCM jacket will have shoulder straps;
   (2) NCMs will wear the CF new gold rank insignia with scarlet backing on both sleeves; and
   (3) NCMs will not wear gold lace on the cuffs except RSMs or those holding the rank of CWO.

b. Cummerbund (All MWO’s and below):
   (1) to be made of French grey 13/14 ounce barathea material with four pleats worn facing up; and
   (2) the cummerbund shall measure 13.5 cm wide at the front and will taper to 9.5 cm at the ends.

FEMALE MESS KIT

18. In accordance with the reference, female mess kit is based on standard army mess kit with PPCLI facings in which the jacket design is the same as others listed above.

19. Standard female mess kit incorporates a full length midnight blue skirt. The scarlet stripe with the same width as that on the trousers is limited to bordering edges of the side slits. Further, a white long sleeve blouse with a high buttoned convertible collar is to be worn. The buttons will be gold shirt studs and cuff links, or VP studs and cuff links are authorized. A vest or cummerbund shall be worn based on applicable rank.

20. The alternative mess dress for women is the same as the male standard mess kit listed above.
WHITE MESS DRESS JACKET

21. **Aim.** The aim of this annex is to promulgate the policy to govern the design, procurement and wear of the army white Mess Dress jacket.

POLICY

22. **Aim.** A standard pattern will be adopted for the army white Mess Dress jacket. The selected design reflects “army traditions” and accepted dress and tailoring practices. The standard pattern shall be based on the specifications for the CAF white mess jacket with certain modifications. In the interest of standardization and reflecting previous Canadian Army practice, white shoulder straps will be utilized instead of midnight blue shoulder boards.

23. The army white Mess Dress jacket is an optional item and procurement is therefore on a voluntary basis. In accordance with CAF policy, mess dress may be worn by all ranks; however, branch or regimental custom should guide prospective purchasers.

24. The following policies shall govern accoutrements and occasions for wear:

   a. waistcoats shall not be worn with the white Mess Dress jacket;
   
   b. cummerbunds of designs approved for wear by branches or regiments with the scarlet jacket shall be worn with the white jacket;
   
   c. branch or regimental buttons of designs as approved for the scarlet jacket shall be worn on the white jacket;
   
   d. miniature metal hazardous skill badges shall be worn;
   
   e. metal branch or regimental collar badges shall be worn;
   
   f. metal shoulder titles shall not be worn;
   
   g. the style of shirt, tie, studs and other accoutrements as approved on a branch or regimental basis for the scarlet jacket shall be worn with the white jacket;
   
   h. trousers, footwear and head-dress as approved on a branch or regimental basis for the scarlet jacket shall be worn with the white jacket;
   
   i. officers shall wear Army rank insignia on the shoulder straps;
   
   j. CWOs shall wear rank insignia with midnight blue backing; and
Insignia and medals shall be positioned in accordance with the reference.

25. The army white Mess Dress jacket is approved for wear on any occasion when summer dress is in effect and when Mess Dress is appropriate or ordered.

EXEMPTIONS

26. The above policy shall not be construed as imposing any new restrictions on traditional variations from the standard army pattern which has been historically enjoyed by Foot Guards, Highland and Rifle units of the Militia.

GRANDFATHER CLAUSES

27. The grandfather clauses which applied with respect to the former Canadian Army corps or regimental pattern Mess Dress and Canadian Forces Mess Dress also apply to the white Mess Dress jackets associated with those patterns. The conversion of any previously authorized pattern to the new army white Mess Dress pattern by the addition of shoulder straps or CF rank insignia is authorized and encouraged.

IMPLEMENTATION

28. No further approval authorization is required for any branch or regimental wishing to finalize, through Standing Orders, the wear of the army white Mess Dress jacket if it conforms to the standard design. Any branch or regiment wishing to request modification of the standard design will require approval from Commander Canadian Army, through the Canadian Army Dress Committee.
THE REGIMENTAL FIX AND UNFIX BAYONETS

1. **General.** The following drill will be used on all ceremonial parades where it is necessary to fix and unfix bayonets after the parade commander has taken over except, on the Ceremony of Trooping the Colour, when the Adjutant will order the fixing of bayonets. Note that Guards of Honour will fix bayonets independently prior to the Guard Commander taking command. When officers are on parade when bayonets are fixed or unfixed their sword drill movements will coincide with the bayonet drill.

2. **Fix Bayonets at the Shoulder Arms Position.**

<table>
<thead>
<tr>
<th>Serial</th>
<th>Command</th>
<th>Guide</th>
<th>Troops</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>“BAYONETS”</td>
<td>Withdraw the bayonet as in squad drill, at the same time force the head and eyes to the Left and force the rifle to the perpendicular at the right side of the body.</td>
<td>As for the Right Guide, except that the front rank will turn their head and eyes to the Right so as to be able to observe the Right Guide. Note: The rear rank will not turn the head and eyes, but will look to their front, taking their time from the front rank. Officers: Drawing Swords: Turn head and eyes to the RIGHT to observe the Right Guide and complete the first two movements of “Draw Swords.” (Not for Trooping)</td>
</tr>
<tr>
<td>3.</td>
<td>Nil</td>
<td>When Serial 2 is completed, flourish the bayonet at the full extent of the LEFT arm and immediately fix it. Then extend the fingers of the left hand, thumb just</td>
<td>Immediately, when the flash of steel is seen, fix bayonets as in Squad Drill, while not moving the head. On completion of the movement, the fingers of the left hand</td>
</tr>
</tbody>
</table>
# 3. Unfix Bayonets.

<table>
<thead>
<tr>
<th>Serial</th>
<th>Command (a)</th>
<th>Guide (b)</th>
<th>Troops (c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Parade will unfix bayonets --- “UNFIX”</td>
<td>March directly forward and Halt, as for the Fix Bayonets.</td>
<td>Stand Fast.</td>
</tr>
</tbody>
</table>

3D-2/4
<table>
<thead>
<tr>
<th>Serial</th>
<th>Command</th>
<th>Guide</th>
<th>Troops</th>
</tr>
</thead>
</table>
| 2.     | “BAYONETS”| 1) Carry the rifle sharply over the instep and place the butt flat on the ground between the feet and at the same time grip the rifle between the knees.  
2) Standard Pause.  
3) Cut the right arm sharply to the side (attention).  
4) Standard pause.  
5) Aggressively grasp the rifle with both hands, releasing the bayonet clip with the right forefinger and thumb. At the same time force the head and eyes sharply to the right.  
6) Slowly raise the bayonet to the full extent of the right arm in front of and above the head, to 45 degrees from vertical. | All detail as for actions by the Left Guide. The front rank only will force their head and eyes to the left to observe the Left Guide while the rear rank will take their time from the front rank.  
Officers: Complete the first movement of “Return Swords.” |
| 3.     | Nil       | Flourish the bayonet at the full extent of the right arm and without pause, force the bayonet fully home in the scabbard acting as in Squad Drill. | Immediately, when the flash of steel is seen, insert the bayonet into the mouth of the scabbard, acting as in Squad Drill. The head remains still.  
Officers: Complete the second movement of “Return Swords.” |
| 4.     | Nil       | When all is still, extend the right arm sharply in front of and above the head (45 degrees) in the manner detailed in Serial 4 of Fix Bayonets, but with the palm to the left. | On this signal, force the bayonet fully home, fingers on the Right hand closed and extended down over the bayonet handle.  
Officers: Complete the third movement of “Return Swords” forcing the sword fully home. |
Serial | Command (a) | Guide (b) | Troops (c)
--- | --- | --- | ---
5. | Nil | 1) When all is still, cut the right hand away to grip the rifle and at the same time turn the head and eyes to the front. 2) Standard Pause. 3) Assume the position of Attention as in Squad Drill. | On this signal, assume the position of Attention, as in Squad Drill, at the same time the front rank will turn their head and eyes sharply to the front. Officers: Resume the position of Attention. Head and eyes to the front. |
6. | Nil | Following a standard pause, turn about, pause, and step off in QUICK TIME to regain the original position in line. | Nil |

4. **Notes to Regimental Fix/Unfix Bayonets.**

   a. The troops must also be trained to fix and unfix bayonets as laid down for Squad Drill. There will be times when it is not practical to use a Right and Left Guide;

   b. There is **NO CAUTIONARY WORD OF COMMAND** before the executive “BAYONETS.” For example, the command: “Parade will fix bayonets -----FIX,” Pause ----- BAYONETS;”

   c. The command “UNFIX” is spoken rapidly and is not broken down into a cautionary and an executive as in “UN ---- FIX;” and

   d. While coordinated, officers’ sword drill has been included, it is often the practice that swords will be drawn before the officers fall in.
THE CEREMONY OF TROOPING THE COLOUR

GENERAL

1. This precis describes the Ceremony of Trooping the Colour as carried out by Princess Patricia's Canadian Light Infantry.

2. Certain drill movements outlined below will be performed in accordance with well established Regimental customs which are not in accord with the CF Manual of Drill and Ceremonial A-PD-201-000/PT-000, Chapter 9. The following points are to be noted by all officers, warrant officers and non-commissioned officers.

    a. the “kick step” will be used in all turns on the move in both quick and slow time;

    b. bayonets will be fixed and unfixed in the Regimental manner;

    c. dressing will be at half arm interval when in formation of two ranks and full arm when in formation of three ranks;

    d. officers will salute with the sword during the march past in quick time;

    e. the timings for words of command will be as per Appendix 3 to this Annex;

    f. when in line facing the saluting base the command “Guards Right Dress” instead of “Rear Rank - Left Dress” will be used;

    g. after the march past in column, in quick time, the guards will be halted prior to re-forming line;

    h. the ceremony will conclude with an “Advance in Review Order,” followed by a “March Past in Column of Route.” This replaces guard mounting;

    i. the advance in review order necessitates the Colour being brought forward to the centre of the line, therefore an even number of guards must be provided. The strength of each guard will be:

        (1) Major (or Captain) - Guard Commander;

        (2) Captain (or Lieutenant) - Second-in-Command of the Guard;

        (3) Lieutenant - Subaltern of the Guard;

        (4) Senior or Junior Subaltern for the escort depending on the number of Colours on parade;
(5) Master Warrant Officer (or Warrant Officer) - Right Guide;

(6) Warrant Officer (or Sergeant) - Left Guide;

(7) Warrant Officer/Sergeant - Supernumerary Rank and Right Marker;

(8) Sergeant - Supernumerary Rank and Left Marker; and

(9) 25 Files (50) Minimum or 36 Files (72) Maximum.

j. the Right Guard (the Escort) will have an additional supernumerary sergeant, who, with the QMSI attending the Colour, will form the Colour Party during the march past; and

k. only the Commanding Officer and Regimental Sergeant-Major may use the cautionary “Patricias” in lieu of “Guards.”

3. Should the reviewing personage wish to inspect, it should be done from a vehicle.

4. Attached at Appendix 1 to this Annex is the Programme of Music that will be followed.

5. The suggested actions of spectators attending the ceremony are as detailed in Appendix 2 to this Annex.

6. During the Ceremony of Trooping the Colour, the Colour will be let fly on the following occasions:

   a. during the salute given on the arrival of the reviewing personage;

   b. during the Trooping through the ranks;

   c. during the march past in slow time;

   d. during the march past in quick time;

   e. during the salute following the advance in review order; and

   f. during the march past in column of route.

PROCEDURE UNDER THE REGIMENTAL SERGEANT-MAJOR

7. The Guards will be formed up in line in a suitable position off the parade square and:

3E-2/15
a. the QMSI and Sentries attending the Colour and the Sergeant or soldier uncasing the Colour will take post in rear of the Left Guard;

b. left guides preceded by the Band will form up in line in front of the parade;

c. the Drums will form up on the right flank of the Escort; and

d. the whole will be inspected, proved and stood at ease by the RSM or Guard Sergeants-Major.

8. At the appointed time a bugler will sound the Regimental Call, followed by Markers.

a. the RSM will then march the guides on to the square to the accompaniment of the Band, who will march down the square, counter march and halt, in a central position to the rear of the line. As the leading guide reaches his position for column the RSM will order, “Guides HALT - Left TURN - Right DRESS - Eyes FRONT - NUMBER - Outward TURN - Quick MARCH.”

b. the guides will individually halt and turn about on reaching their positions for column and recover arms;

c. the Regimental Sergeant-Major will cover the guides and order: “Guides STEADY.” The guides will shoulder arms, order arms and stand at ease;

d. the RSM will take post front and centre of the parade as in line;

e. the Drum-Major will dress the Band and order “Stand at EASE;” and

f. on the bugle sounding Markers, the two sergeants marking points at the saluting base will move into position (ten paces on each side of the saluting base). On the command “Guides STEADY” from the RSM they will order arms and stand at ease. From then on they will shoulder, present and order arms, etc.; with the line.

9. On the completion of “STEADY,” a bugler will sound the Regimental Call followed by “ADVANCE.” The Guard Sergeant-Major commanding the Escort will then order: “Guards ATTENTION - Shoulder ARMS - Move to the Right in Column of Threes - Right TURN - By the Left Quick MARCH.” The left guides and the points at the saluting base will come to attention and shoulder arms as the last note of the advance is sounded.

10. The guards will march on to the square headed by the Drums. The Drum-Major will cease playing as he passes the left guide of the Escort.

11. As the leading guard is approaching its alignment in column, the RSM will order: “Patricias - At the Halt - On the Left - Form Column of Guards. Guards will Form Two Ranks - Form TWO DEEP - Patricias - Left DRESS.”
12. On the command “Left DRESS,” the left guides will turn to the left, step off fives paces in quick time, arms swinging, halt, turn about and taking up their dressing by the left. They will then dress the front and rear ranks of their respective guards, using the following commands:

   b. “Two Guard: Front Rank – STILL;”
   c. “Three Guard: Front Rank – STILL;”
   d. “Four Guard: Front Rank – STILL;”
   e. “Five Guard: Front Rank – STILL;” and
   f. “Six Guard: Front Rank – STILL.”

13. On the command “STILL” by the guide of the last guard, all guides will turn to their right, march three paces and turn to the left facing the rear rank. They will then dress the rear ranks, using the same procedure as for the front ranks. On the command “STILL” by the guide of the last guard all guides will turn left, march forward three paces, halt and turn right. All movements by the guides must be synchronized.

14. The RSM will then order “Patricias – STEADY,” whereupon the guides will order “Eyes Front” in succession. On the last guard receiving the executive “FRONT,” the guides will resume their original positions in quick time all moving together.

15. The RSM will then order:

   a. “Tell Off By GUARDS;” and (Guard Sergeant Majors commanding guards will answer in succession: “Escort for the Colour - Two Guard - Three Guard - Four Guard - Five Guard - Six Guard”);

   b. “Patricias - Order ARMS - Stand at EASE.” (The QMSI, Sentries and Sergeants or soldiers attending the Colour will march on the square, bayonets fixed, in rear of the last guard. The QMSI will carry the Colour cased at the Slope and his rifle at the shoulder at his left side. He will be flanked on each side by a sentry and covered in rear by the Sergeant or soldier uncasing the Colour. This individual WILL NOT carry a rifle).

Note: For Presentation and Consecration of new Colours. The QMSI attending the new cased Colours and sentries carrying the Queen's and Regimental Colours will march onto the parade ground, Colours sloped, in their position 6 paces centre rear between 3 and 4 Guard. On the RSM’s command: “At the Halt - on the Left form Column of Guards,” the Warrant Officers will order “Colour Party HALT - Left TURN.” The sentries carrying the cased Colours will bring the
Colours to the order. The two sentries will lower their rifle to the position of attention at their left side. The WO will remain at the shoulder and act with the line of guards.

16. On reaching the position opposite to that selected for the Colour the QMSI will order: “Sentries by the Left - Left FORM – FORWARD.” On approaching the Colour spot “At the Halt - on the Right - Right FORM” - the QMSI will time this command so that he is halted on the exact spot. The sentries will be three paces to his right and left respectively, the Sergeant or soldier in the rear. The QMSI will then bring the Colour to the order and lower his rifle to the order on his left side.

17. The Sergeant or soldier uncasing the Colour will then turn to his left and moving as for guard mounting, place himself at a suitable distance in front of and facing the QMSI.

18. The QMSI will then slowly lower the pike until it is well under the armpit, grasping the Colour at the base of the case with his right hand. The Sergeant/soldier will remove the case, placing it over his left arm. The QMSI shall order “Sentries to your Colour - Present ARMS.” The Sergeant/soldier will then affix the Wreath of Laurel. The QMSI will then slowly raise the Colour to the order. He must ensure that the Colour is held to the pike, with his hand, before raising. The Sergeant/soldier will take three paces forward, “Dress the COLOUR” and take three paces to the rear. The QMSI shall order “Sentries Shoulder ARMS.” On the last movement of the “Shoulder ARMS,” the Sergeant/soldier shall salute, turn to his right and move off the square.

19. The sentries, who are the right file of the Escort, will then commence to march their beat at right angles to the line, their front being inwards. All their movements must correspond, the right sentry, the front rank man, giving the time. They will turn outwards together when three paces from the Colour, and inwards together when ten paces from the Colour, always turning towards their front. These sentries will order arms, stand at ease, come to attention, shoulder and present arms with the line except as specifically mentioned below.

20. After the Drums cease playing they will wheel on reaching the right flank of the line (the first wheel of the march past). On reaching the position for the Band (two guards distance from the right of the line), the Drum Major will then left wheel the Drums and continue on until he reaches a position where on completion of the counter-march, the rear rank of the Drums will be ten paces in front of the Colour, and halt.

21. The Officers will promenade by guards at right angles to, and at a suitable distance from, the Inspection Line. They will commence to promenade on the Regimental Sergeant-Major giving “At the Halt - On the Left - Form Column of Guards.” As soon as the Adjutant has taken over the parade from the RSM, the Officers will cease to promenade and form up in line facing inwards, the Officers of the last guard on the right, the Officers of the Escort on the left, in the following order: the Second-in-Command of the Guard, the Subaltern of the Guard and the Guard Commander.

22. As the Adjutant approaches to take over the parade, the RSM will order “Patricias - ATTENTION - Shoulder ARMS.” When the Adjutant halts in his position in front and centre of the Inspection Line, the RSM will salute the Adjutant and report as follows:
“Guards formed up as ordered, _______ other ranks on parade, sir.”

23. The RSM will then salute, turn to his left, move forward to a point at arms length in front of the Inspection Line and in line with the left file of the Left Guard, halt and turn to his left.

PROCEDURES UNDER THE ADJUTANT

24. The Adjutant will then order “Guards - Order ARMS, Stand at EASE, Guards - ATTENTION, Shoulder ARMS. At the Halt - On Markers - Left FORM.”

25. On the command “FORM.” the Right Marker of each guard will turn left, bring the left arm to the double position and double out around the left flank of their respective guard to a point at arms length in front of where the second file from the right flank of their guard will rest when the line if formed, halt, cut the left arm to the side and taking the time by the marker from the Escort, turn about, pause and Recover Arms.

26. The RSM will cover the Markers and give “Markers – STEADY.” The markers will shoulder arms.

27. The Adjutant will then order “Quick MARCH, Guards - Open Order MARCH, Right DRESS.” The WO commanding the Escort will dress all front and rear ranks.

28. On the command “DRESS,” the markers at arms length in front of the alignment will turn their heads to the left and at the same time sharply raise their left arms towards the line, fists clenched and forearms parallel to the ground.

29. When the line is dressed the Guard Sergeant-Major commanding the Escort will order “Guards - Eyes FRONT.” On the command “FRONT” the Markers as above will turn their heads to the front at the same time cutting the left arm to the side, turn to the left and after a regulation pause, march through the ranks to their places in line, halt and turn about. The necessary files in each guard will “Make Way” to allow the markers to march through. The RSM will take up his position in the supernumerary rank in the rear of the Right Guide of Number 3 Guard with six guards on parade or Number 2 Guard with four guards on parade.

30. The Adjutant will then order “Warrant Officers Commanding Guards - to the FRONT.” The Warrant Officers commanding guards will step forward three 15 inch paces and recover arms.

31. The Adjutant will then order “Quick MARCH.” The Guard Sergeant-Major will step off in quick time at the recover, the Drums beating a quick march. The Right Marker of each guard will march forward and fill the interval left by his commander. As the WOs reach a point in line with the Adjutant, he will turn about. On the WOs nearing the passing line, the Adjutant will order - “Inwards TURN.” The WO of Number 4 Guard will halt and the remaining WO will turn inwards, close that WO, and Halt. Taking the time from the WO of Number 4 Guard, they will
turn and face the line and then Shoulder Arms. The Drums will cease to beat when the last WO halts.

32. The Adjutant will then order “Guards - Order ARMS, Stand at EASE.” The WOs will act with the line.

33. On the command “EASE” the Officers will come to attention. Acting on the word of command of the Officer Commanding one of the centre guards, they will draw swords and this officer will order “Officers - Right TURN.”

34. The Drums will then beat the Assembly marching across the parade square. They will Counter-March and Halt in rear of the Band.

35. Moving on the Drum Major’s command “Quick MARCH” the Officers and Corps of Drums will step off, Officers with their swords at the carry. The leading Officer will wheel to the left when opposite to the passing line, the remainder following. They will pass inside the drums and halt three paces in front of the WOs and three paces from each other. Taking the time from the flam of the Drums they will turn left and stand at ease.

36. The Adjutant will then order “Guards - ATTENTION, Shoulder ARMS, Guards will fix Bayonets - FIX – BAYONETS.” The Warrant Officers will act with the line.

37. The Adjutant will then hand over the parade to the CO, take a pace to the rear, draw his sword, salute and take post on the right of the line of Officers. He will take the shortest route and wheel into position.

PROCEDURE UNDER THE COMMANDING OFFICER

38. Having taken over the parade from the Adjutant the CO will turn about, draw his sword and order:

a. “Officers and Warrant Officers - Outwards TURN.” The Officers and WOs will turn outwards and Recover Arms; and

b. “Take Post in Front of Your Guards - Quick MARCH.” The Officers and WOs will step off, halt opposite their respective places in line and turn towards the line on the flam of the Drums. Swords will be returned to the carry and arms shouldered after turning.

39. On the CO’s command “To Your Guards - Slow MARCH,” the Officers and Warrant Officers will step off in slow time, the Officers recovering swords on the first pace and the Warrant Officers recovering arms as they take the first and third paces. The Band will cease to play as the WOs arrive at their place in line.
40. When the Officers are three paces from the line they will mark time. The WOs will mark time when on the right of their guards, the Markers dropping back into their places WOs - HALT, About TURN.”

41. The Officers and WOs will halt and turn about. The WOs will shoulder arms after turning. The Officers remaining at the recover, will pick up their dressing by the right. The OC the Escort will turn his head to the left and dress the Officers. On “Officers STEADY,” given by the CO, they will turn their eyes to the front and return swords to the carry.

RECEIVING THE PERSONAGE WHO IS TO TAKE THE SALUTE

42. The personage who is to take the salute will now come forward, accompanied by the Equerry or Aide-de-Camp who will stand on the dias at the rear and to the right of the personage.

43. The Commanding Officer will order “____ Battalion Princess Patricia's Canadian Light Infantry - Royal (General) Salute - Present ARMS.” The flag will be broken at the mast head and the Band will play the first eight bars of the salute. The Commanding Officer will then order “Shoulder ARMS, Order ARMS” and will go forward, report and request permission to Troop the Colour. An inspection by vehicle may take place before the “TROOP.”

THE TROOP

44. The CO will take post 15 paces in front and centre of the line and give the command “TROOP.”

45. On the command “TROOP” the Band will play a “G” chord and with the Drums, march in slow time from the right to the left of the line, the Band playing. On arriving ten paces from the Colour, they will counter-march, halt and cease playing.

46. The Band and Drums will then march in quick time from the left to the right of the line with the Band playing. On reaching their position in front of the right of the line, they will counter-march, Halt and cease playing. As the Band and Drums approach the right of the line and before counter-marching, a selected drummer will fall out and place himself two paces from and in line with the front rank of the Escort. On the Band ceasing to play, this drummer will beat “DRUMMER'S CALL.”

47. On the first tap of the “DRUMMER'S CALL” the Commander and Subaltern of the Escort will turn inwards, recover swords and step off in quick time, passing right shoulder to right shoulder. The Commander, passing in rear of the Ensign, will place himself three paces in front of the right file of Number 2 Guard. The Subaltern will place himself three paces in front of the Ensign. On reaching these positions, they will halt and, on the Commander of the Escort's “HUP” will turn to the front and return their swords to the carry.

48. The drummer, on completion of beating the Call, will rejoin the Drums, in quick time.
49. The Drum-Major will wheel the Band and Drums to the left, moving in quick time and form up, by counter-marching, in front of the Escort. The RSM will place himself four paces in rear of the centre file of the Escort and draw his sword.

Note: Space and size of the Band and Drums may not permit this positioning of the Band and Drums and they may simply be moved forward to a position where the Escort will form to their rear.

50. The additional Supernumerary Sergeant in the Escort will place himself in rear of the third file from the left of Number 2 Guard, moving at the short trail.

51. The CO will then order “Escort for the Colour - Shoulder ARMS, Remainder - Stand at EASE.” On this command, the Colour Sentries will remain at attention with ordered arms.

52. The Subaltern of the Escort will then order “Escort for the Colour - Close Order MARCH.” The right and left markers of the Escort will come up on the right and left of the rear rank. “By the Left - Quick MARCH” and when opposite to the Colour “Left FORM, FORWARD, by the RIGHT.”

53. The Escort, preceded by the Band and Drums who are playing will, after forming to the left, march directly toward the Colour. On the Escort reaching a position 20 paces from the Colour, the Subaltern will order “Escort for the Colour - HALT, Open Order MARCH, Right DRESS.” The Band and Drums, when near the Colour, will cease playing, wheel left twice to a position in front of the guards and halt. They will turn left and dress on the Subaltern of the Escort's words of command “Open Order MARCH” and “Right DRESS,” respectively.

54. The Right Guide will NOT move out on the command “DRESS.” After a pause sufficient for the men to obtain their dressing he will order “Eyes FRONT” from his position in the line. The Commanding Officer will then order “Patricias - ATTENTION, Shoulder ARMS.” The sentries on the Colour will Shoulder Arms.

55. The RSM will move in quick time to the front, passing by the left of the Escort and will halt and face the Colour. He will then salute, accept the Colour from the QMSI and giving the WO of the Colour sufficient time to move his rifle from his left side to this right side and shoulder arms, will turn about.

56. The Ensign for the Colour at the same time moves out four paces in front of the Subaltern, passing by his right and halts. The RSM, after turning about, marches forward and halts in front of the Ensign. The Ensign salutes the Colour and returns his sword. The RSM steps forward and thrusts the Colour toward the Ensign. The Ensign grasps the picket with both hands, places the pike in the Colour belt and turns about. The Ensign must ensure that the Colour is secure and does not fly.

57. The Subaltern will then order “Escort to the Colour - Present ARMS.” On the command “ARMS,” the Subaltern of the Escort and the RSM will salute. The right and left guides will make a half turn outwards, porting arms and turning in on the first and second movements of the
present. The right and left markers will make a three quarter turn outwards, porting arms and turning on the first and second movements of the present. The Band and Drums will play the first eight bars of the Ric-A-Dam-Doo.

58. The Subaltern will then order “Escort to the Colour - Shoulder ARMS.” On the command “ARMS” the guides and markers will turn to the front, shouldering arms, turning on the first and second movements.

59. When the “Shoulder” has been completed, the Ensign will resume his post in rear of the Subaltern, passing by his left. The RSM will take post in rear, passing by the left flank of the Escort. The QMSI who has attended the Colour, passing by the right flank, places himself in rear of the third file from the right. The Regimental Sergeant-Major and the QMSI in attendance to the Colour will wheel into position and halt together.

60. The sentries will take their place as the right file of the Escort. As the sentries turn to their left prior to moving in, the Right Guide and Marker will take two paces to the right, both moving together.

61. The Subaltern will then order “Escort to the Colour - Left FORM, Slow MARCH, FORWARD, By the CENTRE.” The Escort will form to the left and march off. On the Subaltern’s order “Left FORM” the Band and Drums will turn to the right and bring their instruments up to the playing position. On his order “Slow MARCH” the Band will commence playing at the halt.

62. The Subaltern will then order “Right TURN, Left WHEEL” and on the leading file of the Escort arriving opposite to the left hand man of the front rank of the line “Left WHEEL.” The Band and Drums will cease playing on the second left wheel being given.

63. As soon as the Band and Drums cease playing, the Commanding Officer will order “Patricias - To Your Colour, Present ARMS.”

64. After the Guards have presented arms, the Band and Drums will resume playing and step off in slow time.

65. The Subaltern of the Escort will file between the front of the line of Officers, abreast with the second file from the right of the Escort. The Ensign will follow him abreast of the centre of the Escort.

66. The front rank of the Escort will file between the front and rear rank of the line, the rear rank of the Escort between the rear rank and the supernumerary rank.

67. When the head of the Escort reaches the right of the line of Guards, the Commander of the Escort will take the place of the Subaltern and will move with the Escort to his original post in line and the Ensign will move on, passing by his left. The Band and Drums will cease playing approximately six paces prior to the Escort being halted. When the Escort has been halted the
Drum Major will, by a mace signal, break the Band and Drums into quick time. They will then return to their position from where they began the movement with the Escort.

68. When the Escort has cleared the remainder of the line, the Subaltern will order “Escort to the Colour - HALT, Left TURN, Left DRESS, Eyes FRONT.”

69. The Commander of the Escort will order “Escort to the Colour - Present ARMS.”

70. The CO will then order “Patricias - Shoulder ARMS. Close Order – MARCH.” On the command “Close Order,” which is given as an executive word of command, the Officers will turn to the left and on the command “MARCH” they will move to their places at close order, the Second-in-Command of guards will position themselves three paces rear and centre of the right half of the guard, the Subaltern positioning themselves three paces rear and centre of the left half of the guard. The Guard Commanders will take up a position covering the centre file six paces in front. Officers will wheel into line and halt. The Adjutant, on the command “MARCH,” will move into a position ten paces to his front, halt and turn about. This will place him in a suitable position to dress the guides.

71. The Markers of the Escort will fall back to the supernumerary rank and the Supernumerary Sergeant will rejoin the Escort. The Ensign will take post four paces in rear of the fourth file from the left of the Escort. The centre file of the Escort will “MAKE WAY” to allow him to pass through.

72. The RSM will place himself two paces in rear of the Ensign. The QMSI who attended the Colour and Supernumerary Sergeant will place himself on the left.

73. The CO will then order “Patricias Will Retire - About TURN.” The whole will turn about except the left guides who will turn to their left, recover arms and return to the shoulder on the Adjutant’s order “STEADY.” Officers and supernumerary ranks will retain their places.

74. The CO will then order “At the Halt - Right FORM, Quick MARCH, Patricias Will Advance - About TURN, Left DRESS.” On the command Quick MARCH the Band and Drums will step off and move to a position in the centre of the square, facing the dais, and prepare to play the Guards past in slow and quick time.

75. On the command “DRESS,” all Officers except the Adjutant, will bring their sword up to the recover and dress. Guard Commanders will NOT turn about. Only the Second-in-Command of the Guards will turn their head and eyes to the left, the other Officers looking to their front.

76. On the command “DRESS,” the left guides will act as already described except that the Adjutant will cover the guides and give “Guards STEADY.” The guides will give “Eyes FRONT” in succession from the Rear Guard. On the Escort receiving the executive “FRONT,” the Adjutant and guides will resume their original positions in quick time, all moving together.

THE MARCH PAST
77. The CO will order “Patricias Will March Past in Slow and Quick Time - By the Left - Slow MARCH.” The column will step off, each guard forming to the left at the first pennant marking the right flank. The Band will begin to play on the command “MARCH.” The CO will turn to his left and will move to a position in front of the Escort after they have completed the first form.

78. Each Guard will again form to the left when in such a position that the right of the Guard will rest on the passing line on the completion of the form. During this form, the Colour Party will change flank and the Officers of each, including the Ensign, will place themselves three paces in front of their respective Guards, the Guard Commander in front of the second file from the right, the Second-in-Command of the Guard in front of the second file from the left and the Subaltern in front of the centre file. Officers will move out by the left flank from their positions in rear of the Guards.

79. When each Guard has made the second form, each Guard Commander will order “FORWARD, By the Right - Open ORDER.” On the command “ORDER,” the rear and supernumerary ranks will mark time two paces and then move forward. The markers of each Guard will move up on the right and left flanks of the rear ranks. When the Escort has completed this movement the CO will order “In Succession By Guards - Eyes RIGHT.”

80. When each Guard arrives at salute markers, the Guard Commander will give “Eyes RIGHT,” and when arriving at second set of saluting markers will give “Eyes FRONT.” The CO will salute on the word of command of the Escort Commander, and move to the dias. On arriving at left flank of the parade, each Guard Commander will give “Close ORDER.”

81. On the command “ORDER,” the Officers and front rank of each guard will mark time two paces and then move forward, the markers falling back to the supernumerary rank.

82. On reaching extreme left pennant each Guard will form to the left. During this form, the Colour Party will change flanks and the Officers of each Guard, including the Ensign, will resume their positions in column.

83. Each Guard will again form to the left at inspection line. As soon as the rear Guard has completed the last form and is moving forward, the Band will cease playing.

84. The CO will then march forward, in quick time, to his original position and order “Patricias - Break Into Quick Time - Quick MARCH.” The Guards will break into quick time, the Band playing the Regemental March. The Guards will march past in quick time, the same procedure being followed as for the march past in slow time, except that:

a. the ranks will remain at the close order;

b. Officers with the exception of the Ensign will NOT change their positions;

c. the markers will remain in the supernumerary rank;
d. the Commanding Officer will return to the dias; and

e. as the last Guard passes the front of the Band and Drums, in quick time, the Band and Drums will step off, on a mace signal, follow in rear of the last Guard and move to a position rear centre of the line of Guards. They will cease playing when all Guards have commenced marking time.

85. The Colour Party will change flanks during the second and third form. The Ensign, however, does NOT move to a position in front of the Escort as he does in slow time.

86. As the Left Guide of each Guard reaches the position he will occupy in line, the Guard Commander will order “Mark TIME.” As the Guards commence to mark time, the CO will move to his position, front and centre of where the Guards will be formed in line and, when they are all marking time, order “Patricias – HALT,” and form them into line by giving the commands “At the Halt Into Line - Left FORM, Quick MARCH, Open ORDER - MARCH, Right DRESS.”

87. On the command “Open ORDER,” which is given as an executive word of command, Guard Commanders will turn right and the other Officers will turn left. On the command “MARCH” they will move to their places in open order, wheeling into position and halting.

88. The Ensign will turn to his left on the command “Open ORDER,” the Colour Party forming up on his right and left as already described. On the command “MARCH,” the Colour Party and the Regimental Sergeant-Major will step off and when reaching the interval between the centre guards the Ensign will order “Colour Party - Right FORM, FORWARD.” The QMSI and Sergeant will mark time in alignment with the rear rank. The Ensign will take his position in Review Order and order “Colour Party – HALT.”

89. The Guards will be dressed by the Right Guide of the Escort, following the CO’s command “Inwards DRESS.” The RSM will then give the command “Eyes FRONT.”

90. The Band and Drums will take post rear and centre of the line facing the Saluting Base.

THE ADVANCE IN REVIEW ORDER

91. The CO will order “Patricias - Advance in Review Order - By the Centre - Quick MARCH.” The Guards will advance by the centre (15 paces - halting on the 15th pace) the Band and Drums playing. At the conclusion of the eighth bar of music, the Band and Drums will cease playing and the guards will automatically Halt. The CO will then order “___ Battalion Princess Patricia’s Canadian Light Infantry - General (Royal) Salute - Present ARMS, (The Band will play the Salute) Shoulder ARMS, Order ARMS.” The CO will then go forward and report. The parade will then be stood at ease, NOT easy, for the dignitary (ies) address, three cheers may be given.

MARCH PAST BY THE OLD GUARD
92. Prior to the battalion marching off, the CO may at his discretion order the “Old Guard” to march past. The members of the Old Guard will move from their individual positions as spectators and fall in under designated individuals off the right flank of the parade on the passing line. When assembled the CO will order, “March Past the Old Guard,” following which the commander of the Old Guard will order his Guard to march past in column of route. Immediately, the CO will order “Patricias - To the Old Guard - Present ARMS.” On the completion of the march past, the Commanding Officer will order “Shoulder ARMS.” The Old Guard will move to a location off the left flank of the parade and fall out.

93. If available on parade, a band or corps of drums may lead the Old Guard on their march past, in which case the band will complete its march off the parade ground.

94. Once the Old Guard is clear of the parade ground, the CO will carry on with the march off of the battalion.

**MARCH OFF**

95. The CO will order “Patricias - ATTENTION, Shoulder ARMS, Close Order MARCH, Guards will Form Three Ranks - Form THREES, Guards - Outwards TURN (Escort and Numbers Two and Three Guards execute a right turn, Numbers Four, Five and Six Guards a left turn), Guards - Quick MARCH.” On the command “Quick MARCH” the Guards will march the following distances and halt together with the Band playing. The Band will cease playing as the last two Guards halt:

   a. escort and Number Six Guard- 25 paces;

   b. numbers Two and Five Guards- 15 paces; and

   c. numbers Three and Four Guards- 5 paces.

96. The CO then orders “Patricias - Advance - Left and Right TURN - Inwards DRESS.” Dressing will be full arm, the front only being dressed and the RSM will order “Eyes FRONT.” The WO of the Escort will NOT move out on the “Inwards DRESS.” The CO then orders “Patricias Will March Past - Move to the Right in Column of Route - Right TURN.” Officers and Supernumeraries will take post in column of route. The Colour Party will be between the centre Guards, the RSM two paces in rear of and covering the Colour. The CO will then order “Patricias - By the Left - Quick MARCH.” The Band and Drums will remain in position and move forward to the centre of the square as the last Guard clears their front and will march off the square as the last Guard clears their front on the passing line.

97. On reaching saluting marker, the CO will order “In Succession by Guards - Eyes RIGHT.” Each Guard Commander will order “Eyes RIGHT” and “Eyes FRONT” (at the respective markers). The CO will act with the Escort and will fall out and return swords.

98. The guards will be marched off the parade square, halted and turned into line by the Commander of the Escort. The Colour will be marched off, the Guards presenting arms.
99. The Officers will then fall out. They will salute and return their swords. At the same time, the RSM will return his sword. The Commander of the Escort will hand over the parade to the RSM.
PROGRAMME OF MUSIC

GENERAL

1. The Band will play appropriate music for the entertainment of the spectators prior to the Ceremony. At the conclusion of this programme, the Band will be in a suitable position to march on the Guards.

2. For the Ceremony of Trooping the Colour, the Senior Drum-Major is deemed to be:
   
   a. that of the Corps of Drums when a non-Regimental band other than the Regimental Band is in attendance; and
   
   b. that of the Corps of Drums of the battalion Trooping when the Corps of Drums of more than one battalion and a non-Regimental band other than the Regimental Band is in attendance.

3. If the personage who is to take the salute chooses to inspect, one of the selections of music will be Greensleeves. On previous Troopings, this selection has been the choice of the Colonel-in-Chief.

MUSIC FOR THE CEREMONY

<table>
<thead>
<tr>
<th>Serial</th>
<th>Phase Of Ceremony</th>
<th>Music</th>
<th>Played By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>March on the Guides</td>
<td>I'm Ninety Five</td>
<td>Band</td>
</tr>
<tr>
<td>2.</td>
<td>March on the Guards</td>
<td>RSM's choice of: Military Escort</td>
<td>Powerhouse Theodore</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Warrant Officers to the Front</td>
<td>Something about a Soldier</td>
<td>Drums</td>
</tr>
<tr>
<td>4.</td>
<td>The Assembly</td>
<td>The Assembly</td>
<td>Drummers</td>
</tr>
<tr>
<td>5.</td>
<td>Officers and Warrant OfficersJoin Their Guards</td>
<td>Land of Hope and Glory</td>
<td>Band</td>
</tr>
<tr>
<td>6.</td>
<td>Troop - Slow Time</td>
<td>The Colours Sons of the Brave</td>
<td>Band and Drums</td>
</tr>
<tr>
<td>7.</td>
<td>Escort Moves Forward</td>
<td>British Grenadiers</td>
<td>Band and Drums</td>
</tr>
<tr>
<td>8.</td>
<td>Escort Salutes the Colour</td>
<td>Ric-A-Dam-Doo</td>
<td>Band</td>
</tr>
<tr>
<td></td>
<td>Event</td>
<td>Marching/Musical Description</td>
<td>Instrumentation</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>9</td>
<td>Trooping the Colour</td>
<td>Garb of Old Gaul</td>
<td>Band and Drums</td>
</tr>
<tr>
<td></td>
<td>Down the Ranks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>March Past - Slow Time</td>
<td>Regimental Slow March, Duke of York, Men of Harlech, Figaro</td>
<td>Band and Drums</td>
</tr>
<tr>
<td>11</td>
<td>Advance in Review Order</td>
<td>British Grenadiers (played without rolls and at the halt)</td>
<td>Band and Drums</td>
</tr>
<tr>
<td>12</td>
<td>March Off</td>
<td>Commanding Officer's Choice of: The Maple Leaf Forever, Lady Patricia March, Kapyong, Imperial Echoes</td>
<td>Band and Drums</td>
</tr>
</tbody>
</table>
NOTICE TO SPECTATORS

1. The following information is to be included in the parade programme provided to guests.

2. Spectators are requested to stand on the following occasions:
   a. on the arrival and departure of the reviewing dignitary;
   b. during Royal (General) Salutes;
   c. during the consecration of Colours (for Presentations only);
   d. each time the Colour(s) pass to their immediate front;
   e. when the Colour(s) are marched on and off parade; and
   f. during the playing of the National Anthems.

3. All ranks in uniforms will salute:
   a. during Royal (General) Salutes;
   b. each time the Colour(s) pass to their immediate front; and
   c. during the playing of the National Anthems.
TIMINGS OF WORDS OF COMMAND FOR TROOPING

1. The following table indicates which foot is on the ground when the executive word of command is heard by the troops. This table is a guide only and considerable practise is necessary to get the proper timing:

2. **Slow Time.**

<table>
<thead>
<tr>
<th>Serial</th>
<th>Word of Command</th>
<th>Foot on the Ground</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>“HALT”</td>
<td>Left foot passing;</td>
</tr>
<tr>
<td>2.</td>
<td>“Left TURN/FORM”</td>
<td>Left;</td>
</tr>
<tr>
<td>3.</td>
<td>“Mark TIME”</td>
<td>Right;</td>
</tr>
<tr>
<td>4.</td>
<td>“HALT” (From Mark Time)</td>
<td>Left;</td>
</tr>
<tr>
<td>5.</td>
<td>“FORWARD”</td>
<td>Left;</td>
</tr>
<tr>
<td>6.</td>
<td>“Open/Close ORDER”</td>
<td>Right;</td>
</tr>
<tr>
<td>7.</td>
<td>“Eyes RIGHT/Front”</td>
<td>Left; and</td>
</tr>
<tr>
<td>8.</td>
<td>“Change into Quick time, Quick MARCH”</td>
<td>Right (Given on successive feet, Quick on the left foot, MARCH on the right foot).</td>
</tr>
</tbody>
</table>

3. **Quick Time.**

<table>
<thead>
<tr>
<th>Serial</th>
<th>Word of Command</th>
<th>Foot on the Ground</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>“HALT”</td>
<td>Left;</td>
</tr>
<tr>
<td>2.</td>
<td>“Left TURN” (Form, incline, Form Guard)</td>
<td>Right;</td>
</tr>
<tr>
<td>3.</td>
<td>“FORWARD”</td>
<td>Right foot coming to the ground;</td>
</tr>
<tr>
<td>4.</td>
<td>“Mark TIME”</td>
<td>Right (successive feet);</td>
</tr>
<tr>
<td>5.</td>
<td>“HALT” (from Mark Time)</td>
<td>Right foot coming to the ground; and</td>
</tr>
<tr>
<td>6.</td>
<td>“Eyes RIGHT/Front”</td>
<td>Left.</td>
</tr>
</tbody>
</table>

Note: Allow a "Check Pace" before execution.
 POSITION OF KEY PERSONNEL

1. Position of Officers. The position of officers when with their guards will be as follows. When the troops are at the Open Order and when marching in slow time:

<table>
<thead>
<tr>
<th>Serial</th>
<th>Rank</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Major/Captain</td>
<td>Three paces in front of the second file from the left</td>
</tr>
<tr>
<td>2.</td>
<td>Captain/Lieutenant</td>
<td>Three paces in front of the second file from the left</td>
</tr>
<tr>
<td>3.</td>
<td>Lieutenant/Subaltern</td>
<td>Three paces in front of the centre of the guard</td>
</tr>
<tr>
<td>4.</td>
<td>Adjutant</td>
<td>Three paces centre of the guard</td>
</tr>
</tbody>
</table>

2. At other times:

<table>
<thead>
<tr>
<th>Serial</th>
<th>Rank</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Major/Captain</td>
<td>Six paces in front of the centre of the guard</td>
</tr>
<tr>
<td>2.</td>
<td>Captain/Lieutenant</td>
<td>In line with the supernumerary rank and in rear of the centre of the right half of the guard</td>
</tr>
<tr>
<td>3.</td>
<td>Lieutenant/Subaltern</td>
<td>In line with the supernumerary rank and in rear of the centre of the left half of the guard. The Subaltern with the Colour in rear of the fourth file from the left of the Escort</td>
</tr>
</tbody>
</table>

4. Position of Guard Sergeant Major, WO & Sergeants. A Guard Sergeant Major, Warrant Officer or Sergeant will be detailed as Right and Left guide to each guard, who will take post on the right and left of the front rank. Two Sergeants will also be furnished to each guard to act as Right and Left Markers. These will take post except when otherwise stated, in the supernumerary rank three paces in rear of the second file from the flanks. The leading or right flank guard is referred to herein as the Escort to or for the Colour. This guard will have a Supernumerary Sergeant who subsequently will become part of the Colour Party, and he will take post three paces in the rear of the centre of the Escort until he moves as detailed in para 50 of Annex E to Chapter 6.
REGIMENTAL CHANGE OF COMMAND

1. Because the parade areas may vary slightly from battalion to battalion, the formation of the parade will be at the discretion of the Regimental Sergeant Major. Once the battalion or unit has been formed on the parade area, the Officers fall-in and the Colours marched on parade. The following sequence will take place:

   a. "General Salute" on the arrival of the Colonel of the Regiment if attending;

   b. "General Salute" on the arrival of the Reviewing Officer;

   c. inspection by the Reviewing Officer, Colonel of the Regiment (if in attendance), outgoing and incoming Commanding Officers;

   d. march past by the outgoing Commanding Officer, with the Reviewing Officer taking the salute;

   e. following the march past the battalion/unit reforms on the inspection line, and the outgoing Commanding Officer moves forward for the hand-over ceremony;

   f. Reviewing Officer's address;

   g. Outgoing Commanding Officer's address;

   h. signing of certificates and changing of the Commanding Officer's pennants;

   i. presentation of gifts to the outgoing Commanding Officer;

   j. presentation of Commanding Officer's pennant to the outgoing Commanding Officer;

   k. address by the incoming Commanding Officer;

   l. march past or roll past with the incoming Commanding Officer, the outgoing Commanding Officer may be asked to take the salute by the Reviewing Officer;

   m. battalion/unit reforms on the inspection line and then Advance in Review Order. The Reviewing Officer takes the salute; and

   n. the Reviewing Officer departs with the outgoing Commanding Officer.

2. At the discretion of the incoming Commanding Officer, the Colours may be marched off and the parade dismissed on the parade area or marched off to a suitable area away from the spectators before dismissal.
MUSICAL SCORES - MARCHES

1. Detailed scores for Regimental and other marches are maintained by Regimental Headquarters and the Royal Canadian Artillery (RCA) Band.

2. Sample scores of the following marches are included:
   a. Regimental Quick March (PPCLI Medley);
   b. Regimental Slow March (Lili Marlene);
   c. 1st Battalion March (The Maple Leaf Forever);
   d. 2nd Battalion March (March Winnipeg);
   e. 3rd Battalion March (Imperial Echoes); and
   f. The Loyal Edmonton Regiment March (Bonnie Dundee).
“Lili Marlene” - Regimental Slow March
“The Maple Leaf Forever” - First Battalion March
“March Winnipeg” - Second Battalion March
“Imperial Echoes” - Third Battalion March

Copyright 1923 by Boosey & Co.
“Bonnie Dundee” - Loyal Edmonton Regiment (4 PPCLI) March
REGIMENTAL BUGLE CALLS

PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY

"Princess Patricia's, Princess Patricia's, Princess Patricia's Light Infantry"

First Battalion - precede with

Second Battalion - precede with

Third Battalion - precede with

THE LOYAL EDMONTON REGIMENT (4TH BATTALION, PPCLI)
THE ALARM

(For Troops to turn out under arms)

No. 1. ALARM.

\[ \text{\textbf{Revelle}} \]

REVEILLE

No. 39. ROUSE. (When required before the time stated for Reveille)

\[ \text{\textbf{Revelle}} \]
REGIMENTAL SONGS

1. HAS ANYONE SEEN THE COLONEL?

Has anyone seen the Colonel? I know where he is,
I know where he is, I know where he is,
Has anyone seen the Colonel?
I know where he is,
He's dining with the Brigadier.
How do you know?
I saw him, I saw him, dining with the Brigadier,
I saw him dining with the Brigadier.

Has anyone seen the Major? I know where he is,
I know where he is, I know where he is,
Has anyone seen the Major?
I know where he is,
He's down in the deep dugout.
How do you know?
I saw him, I saw him, down in the deep dugout,
I saw him down in the deep dugout.

Has anyone seen the Captain? I know where he is,
I know where he is, I know where he is,
Has anyone seen the Captain?
I know where he is,
He's away on six weeks leave.
How do you know?
I saw him, I saw him, away on six weeks leave,
I saw him away on six weeks leave.

Has anyone seen the Subaltern? I know where he is,
I know where he is, I know where he is,
Has anyone seen the Subaltern?
I know where he is,
He’s out on a night patrol.
How do you know?
I saw him, I saw him, out on a night patrol,
I saw him out on a night patrol.

Has anyone seen the Sergeant-Major? I know where he is,
I know where he is, I know where he is,
Has anyone seen the Sergeant-Major?
I know where he is,
He’s drinking up the Privates’ rum.
How do you know?
I saw him, I saw him, drinking up the Privates’ rum,
I saw him drinking up the Private’s rum.

Has anyone seen the Sergeant? I know where he is,
I know where he is, I know where he is,
Has anyone seen the Sergeant?
I know where he is,
He’s lying on the canteen floor.
How do you know?
I saw him, I saw him, lying on the canteen floor,
I saw him lying on the canteen floor.

Has anyone seen the Corporal? I know where he is,
I know where he is, I know where he is,
Has anyone seen the Corporal?
I know where he is,
He’s hanging on the old barb wire.
How do you know?
I saw him, I saw him, hanging on the old barb wire,
I saw him hanging on the old barb wire.

(Sung Slowly)
Has anyone seen the Private? I know where he is,
I know where he is, I know where he is,
Has anyone seen the Private?
I know where he is,
He’s holding up the whole damn line.
How do you know?
I saw him, I saw him, holding up the whole damn line,
I saw him holding up the whole damn line.

2. **MADEMOISELLE FROM ARMENTIERES**

Mademoiselle from Armentieres,
Parley Voo,
Mademoiselle from Armentieres,
Parley Voo,
Mademoiselle from Armentieres,
She hasn’t been kissed for twenty years,
Hinky, Dinky, Parley Voo.
Father have you any good wine?
Parley Voo,
Father have you any good wine?
Parley Voo,
Father have you any good wine,
Fit for a soldier of the line,
Hinky, Dinky, Parley Voo.

Daughter I have very good wine,
Parley Voo,
Daughter I have very good wine,
Parley Voo,
Daughter I have very good wine,
Fit for a soldier of the line,
Hinky Dinky, Parley Voo.

3. **IT’S A LONG WAY TO TIPPERARY**

It’s a long way to Tipperary,
It’s a long way to go,
It’s a long way to Tipperary,
To the sweetest girl I know,
Goodbye Picadilly,
Farewell, Leicester Square,
It’s a long way to Tipperary,
But my heart’s right there.

4. **THE RIC-A-DAM-DOO**

The Princess Pat’s Battalion
They sailed across the Herring Pond,
They sailed across the Channel too,
And landed there with the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

The Princess Pat’s Battalion Scouts
They never knew their whereabouts,
If there’s a pub withing a mile or two,
You’ll find them there with the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.
The Lewis guns are always true
To every call of the Ric-A-Dam-Doo.
They’re always there with a burst or two
Whenever they see the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.
The Bombers of the Princess Pat’s
Are scared on naught, excepting rats,
They shine their brass and limbers too,
I believe they’d shine the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

Old Number Three, our company
We must fall in ten times a day
If we fell out ‘twould never do
For then we’d lose the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

Old Charlies ‘S’, our Major dear,
Who always buys us rum and beer,
If there’s a trench within a mile or two
You’ll find him there with the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

Old Ackity-Ack, our Colonel grand,
The leader of this noble band,
He’d go to Hell and charge right through
Before he’d lose the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

Old Hammy Gault, our first PP,
He led his band across the sea,
He’d lose an arm, or leg or two,
Before he’d lose the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

And then we came to Sicily,
We leapt ashore with vim and glee
The Colonel said the Wops are through
Let’s chase the Hun with the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

Stand up! Stand in the door
The Pat’s are first as they were before,
across the seas or through the blue
You’ll find in front the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

The Ric-A-Dam-Doo, pray what is that?
‘Twas made at home by Princess Pat,
It’s Red and Gold and Royal Blue
That’s what we call the Ric-A-Dam-Doo, Dam-Doo, Dam-Doo.

5. SWEETBRIAR WAS NEVER LIKE THIS

Up on Sweetbriar they played lots of games,
Built great big snowmen; got tossed out of planes,
When they were frozen near half to death,
they packed up their garbage and bloody well left.

Chorus
Look away, Look away,
Sweetbriar was never like this, La Di Da, La Di Do,
Sweetbriar was never like this.

Dear Father this army’s one hell of a place,
The things that go on are a ruddy disgrace,
There’s Majors and Captains and WO2’s
With their hands in their pockets with nothing to do.

Chorus
Look away, Look away,
Sweetbriar was never like this, La Di Da, La Di Do,
Sweetbriar was never like this.

Now in First Battalion they have NCO’s
Where they got their stripes from god only knows,
They rant and they rave, they holler and shout,
They talk about things they know nothing about.

Chorus
Look away, Look away,
Sweetbriar was never like this, La Di Da, La Di Do,
Sweetbriar was never like this.

Now in Second Battalion they wear brown jump boots,
They wear tailored trousers and really look ‘zoot’,
They wear cherry berets, of which they are proud,
They all have big mouths and talk too bloody loud.

Chorus
Look away, Look away,
Sweetbriar was never like this, La Di Da, La Di Do,
Sweetbriar was never like this.

Now out in Korea they said we’d do well,
But up until now it ain’t been any hell,
History was made on the night we were hit,
We’re the first to be blinded by their chickenshit.

Chorus
Look away, Look away,
Sweetbriar was never like this, La Di Da, La Di Do,
Sweetbriar was never like this.

A young Canuck soldier in Tokyo on leave,
Was met by a Provost who said “Pardon Me,
there’s mud on your tunic, there’s blood on your sleeve, I’ll just have to cancel your R & R Leave.”

Chorus
Look away, Look away,
Sweetbriar was never like this, La Di Da, La Di Do,
Sweetbriar was never like this.

O Provost, O Provost, the Army’s disgrace,
I’ve come from Korea, one hell of a place,
Where whizbangs are flying and comforts are few,
And brave men are dying for bastards like you.

Chorus
Look away, Look away,
Sweetbriar was never like this, La Di Da, La Di Do,
Sweetbriar was never like this.

Now Provost, O Provost if you’re half a man,
You’ll take off that armband and go to Pusan,
Where the mountains are rugged and a man is a man,
And he don’t hide from bullets way back in Japan.

Chorus Finalis
Look away, Look away,
Sweetbriar was never like this, La Di Da, La Di Do,
Sweetbriar was never like this.
CHAPTER 4

REGIMENTAL ADMINISTRATION

References.  A. RHQ Level 4 Operation Plan  
B. PPCLI Regimental Guard Directive 006, Regimental Financial Policy, 29 Jan 17  
C. National Defence Act Sections 2, 37, and 38  
E. PPCLI Regimental Warehouse Manual, 30 Jun 17  
F. Briefing Note Regimental Intellectual Property  
G. PPCLI Association Handbook (TBI)  
H. RHQ Level 4 Operating Plan  
I. PPCLI Museum Manual

REGIMENTAL HEADQUARTERS

1. Regimental Headquarters (RHQ) was formally established as an element of Garrison Edmonton on 5 August 1997 based on the approval of an establishment change proposal (ECP/ECA) on 30 January 1997. The establishment, tasks and duties of RHQ are detailed at Reference A. RHQ is currently located in the GG Brown building, 403 Korea Road, in Garrison Edmonton. RHQ is dependent on 1 PPCLI for support, including duty travel, and is composed of members assigned from all three battalions. Terms of Reference for RHQ are found at Annex A to Reference A. The organization and structure of RHQ is found at Annex A to this chapter.

EXTRA-REGIMENTAL ORGANIZATION

2. ‘Extra-Regimental Organization’ is a term used to describe the organization of all Patricias who are employed outside of Regimental duty. Regimental duty is that duty conducted by Patricias within one of the battalions or Regimental Headquarters. Extra-regimental employment (ERE) is as vital as Regimental employment since it exemplifies the balance and flexibility of the Canadian Armed Forces (CAF) and displays to the public the Regiment’s versatility and professionalism. Therefore, ERE Patricias must always be cognizant that their performance will have a direct bearing on the perception of the Regiment by the remainder of the CAF and Canadian society.

3. Purpose. The purpose of the ERE representatives is to ensure the needs of ERE Patricias are served.

4. Structure. The extra-regimental organization is divided into regions or localities across Canada, the United States, Europe and in any other location which has been designated by the Regimental Executive Committee (REC). Regions and localities will change from time to time based on the number of Patricias in a given area. Therefore, regions and localities may be formed or deleted as directed by the REC. An updated list, detailing all regions and localities will be published yearly.
5. **Regional Representatives.** Each region or locality will have an appointed Regimental ERE representative assigned to be the point of contact for all ERE members in their region or locality. The names of regional representatives will be forwarded by the REC and approved by the Vice President of the Regimental Guard. The list of regional representatives will be distributed annually or as required by RHQ. Regional representatives are entrusted to serve the needs of all ERE Patricias located within their region or locality, and to foster Regimental esprit de corps. Their responsibilities are as follows:

a. provide advice and assistance if necessary to ERE Patricias in their region or locality on career-related matters;

b. ensure the passage and circulation of information regarding the Regiment;

c. advise RHQ when they are made aware of the promotion or release of a member;

d. plan and execute a regional Regimental Retirement Dinner (IAW Section 7 of this chapter) for members releasing with 20 or more years of service;

e. when made aware of a release, arrange with RHQ for the presentation of Regimental gratuities (IAW Section 6 of this chapter) on behalf of the Regiment to retiring Patricias in their region;

f. Submit articles for inclusion in *The Patrician*;

g. Coordinate local Regimental social events; and

h. forward regional nominations for Regimental Achievement Awards to RHQ.

6. **Communications.** Regional representatives will maintain communications between the Regiment and ERE Patricias in their region or locality. RHQ (normally the Regimental Major) is tasked with the passage of all Regimental related information to regional representatives. In turn, regional ERE representatives are to update RHQ on significant Regimental activities in their AOR. ERE Patricias should raise all Regimental concerns through their assigned regional representative.

**REGIMENTAL FINANCES**

7. **General.** The REC is responsible for the management of financial affairs for the serving components. The REC has financial authority to manage the PPCLI Regimental Fund. The non-public fund within the Regiment is the PPCLI Regimental Fund. Within that fund, the Regiment operates three sub-funds: General Fund, the Warehouse Fund and the Museum Fund. In addition, the Regiment operates a charity, known as the PPCLI Fund or Patricia Fund, and is registered with the Canadian Revenue Agency (CRA) operating under Business Number 1191 03844 RR 0001. In addition, the Regiment maintains investment funds, both inside Non-Public Property (NPP) and within the charity. Finally, 1 PPCLI maintains a line item of public funds within the
Battalion Level 4 Operating Plan to support approved Regimental activities. Details are found in References A and B.

REGIMENTAL FUNDS

8. General Policy. Regimental Headquarters will administer, on behalf of the REC, the NPP of the Regiment. Money and property shall be accounted for in accordance with the References C and D. Regimental Funds Policy and charitable objectives cannot be amended without the approval of the Regimental Guard and the concurrence of the Colonel of the Regiment (COR).

9. Charitable Objectives. The PPCLI Regimental Fund charitable objectives were amended and approved by Charities Directorate on January 21, 2011 and consist of the following:

   a. Objective 1. Promote the efficiency, physical fitness, well-being, and morale of the CAF (in accordance with common law).

   b. Objective 2. Promote goodwill and admiration of the public towards the CAF (in accordance with common law).

   c. Objective 3. Provide financial assistance to members of the CAF and the Regimental family in periods of crisis, when other social support agencies cannot cover, or inadequately cover, the members' needs.

   d. Objective 4. Promote education advancement of members of the CAF, their dependents, Regimental family members and international students through the provision of bursaries.

   e. Objective 5. Support the collection, preservation, maintenance and public display of historical artifacts and archival material through financial support to the PPCLI Museum and Archives.

   f. Objective 6. Support the development and operation of the education programs of the PPCLI Museum and Archives.

   g. Objective 7. Support the research, identification, construction and maintenance of existing and new heritage and historical projects related to the history of the CAF and its significant contribution to Canadian society.

   h. Objective 8. Produce and distribute an annual historical journal (The Patrician).

   i. Objective 9. Promote and support veterans' well-being and morale through the provision of services, special programs and volunteer support to veteran organizations and activities.

   j. Objective 10. Support the goals and programs of the Royal Canadian Army Cadet program through the provision of financial support to the Royal Canadian Army Cadet League and volunteer support to Royal Canadian Army Cadet Corps.
k. **Objective 11.** Support of public events held to promote public goodwill and admiration of the CAF.

l. **Objective 12.** Provide financial assistance to support visits of the Regiment’s Colonel-in-Chief in order to promote the well-being and morale of the CAF and to promote public goodwill and admiration of the armed forces.

m. **Objective 13.** Provide and maintain ceremonial uniforms and equipment not provided by public means.

10. **Signing Authorities.** The Regimental Major (RM), the Regimental Adjutant (RAdjt) and the Regimental Warrant Officer (RWO) shall all hold cheque signing authority as a delegated authority from the Chair of the REC to ensure all cheques will be signed by the two of the three signatories.

11. **Fiscal Year.** The fiscal year for the Regimental Fund shall be 01 April to 31 March. The fiscal year for the Charity shall be the calendar year.

12. **Budgets.** The RM shall prepare annual budgets for the Regimental Fund and Warehouse Fund and submit them for the approval of the REC annually at the Fall REC meeting. Annual budgets will be contained in the Regimental Operating Plan.

13. **Accumulation of Funds.** Annual revenue shall be disbursed in accordance with CRA Taxation regulations. Canadian Revenue Agency Charities Directorate can approve the accumulation of funds for specific charitable purposes. Subsequently, written confirmation from the Charities Directorate (the Directorate) is required.

14. **Investment Policy.** The REC, in consultation with a Certified Financial Planner, shall develop, maintain and implement an Investment Policy and Plan which will achieve the long-term financial goals of the serving component of the Regiment. Details are contained in Guard Directive 006.

15. **Books and Accounts.** The RM shall have custody of all Regimental funds and securities and shall cause receipts and disbursements to be kept in books belonging to the Regiment. The RM shall ensure the deposit of all monies and other valuable effects in such depositories as may be designated by the REC.

16. **Expenditures and Disbursements.** The RM shall disburse funds as authorized by the REC in approved budgets, minutes, or by direct order from the Chairman. He shall also render to the REC, each time it meets, an account of major transactions and of the financial position of the Regiment.

17. **Financial Statements and Audits.** The Accounts NCO will prepare monthly financial statements to assist the RM and the REC in their managerial responsibilities. In addition, the REC will appoint an independent auditor to conduct a full audit on the PPCLI Regimental Fund.

18. **Training.** The Treasurer and Accounts NCO will ensure they are kept current with CRA rules and regulations by attending information sessions and engage in professional development.
Furthermore, PPCLI KitShop staff will be adequately trained so they can perform their roles and responsibilities.

**CHARITABLE REQUIREMENTS**

19. **Approved Charitable Activities.** The registered charity is allowed to carry out its charitable purposes both inside and outside Canada in only two ways: by carrying on its own charitable activities and by gifting to qualified recipients. A registered charity must maintain direction and control over its activities (whether carried out by the charity or by an agent or contractor on its behalf) and must not engage in prohibited political activities or unrelated business activities.

20. **Records.** A registered charity must keep adequate books and records for the prescribed time period, at an address in Canada that is on file with the Canada Revenue Agency (CRA). All financial information must be kept for six years from the end of the last tax year to which they relate or, if the charity is revoked, for two years after the date of revocation.

21. **Donation Receipts.** A registered charity may only issue official receipts for donations that legally qualify as gifts. An official receipt must contain all the information specified in Regulation 3501 of the *Income Tax Act*.

22. **Meeting Annual Spending Requirement (Disbursement Quota).** The disbursement quota is the minimum amount that a registered charity is required to spend each year on its own charitable activities, or on gifts to qualified donees (for example, other registered charities). The disbursement quota calculation is based on the value of a charity's property not used for charitable activities or administration.

23. **Annual T 3010 Information Return.** A registered charity must file an annual T 3010 information return (together with financial statements and required attachments) no later than six months after the end of the charity's fiscal period.

24. **Legal Entity.** A registered charity that is constituted federally, provincially, or territorially must meet other specific requirements (in addition to the requirements of CRA) in order to maintain its status as a legal entity. This may include annual filing and/or annual fees. A registered charity should check with the relevant authorities to verify these additional requirements.

25. **Changes to Mode of Operation or Legal Structure.** A registered charity should get confirmation from the Directorate before changing its stated objects and/or activities to make sure they qualify as charitable. A registered charity should inform the Directorate if it changes its name, telephone number, address, contact person or governing documents (constitution, letters patent, etc.) and must obtain prior approval from the Directorate before changing its fiscal period end.

**STANDING ORDERS FOR THE REGIMENTAL WAREHOUSE**

26. **Authority.** The Regimental Warehouse is operated by RHQ under the authority of the REC who will monitor and periodically review its operating procedures and practices. The Warehouse NCO is responsible to the RM for day-to-day operations. The mandate of the
Warehouse is to provide approved high quality regimental clothing, accoutrements, memorabilia, tactical clothing, and equipment to soldiers at reasonable prices. The Regimental Warehouse is a sub-account account of the Regimental Fund and operates in accordance with all applicable regulations contained at Reference D. Details of operations can be found at Reference E.

**GENERAL OPERATING POLICY**

27. Articles will be procured for sale or distribution, wherever possible, within the following guidelines:

   a. **Quality.** Articles will be of the highest quality, in both material and artwork, commensurate with an acceptable price.

   b. **Quantity.** Articles will be procured in sufficient quantities to meet the needs of authorized outlets, and to take advantage of bulk purchasing discounts;

   c. **Direct Dealing.** Wherever possible, the Regimental Warehouse will deal direct with manufacturers rather than agents;

   d. **Control of Regimental Branding.** Any regimentally branded item offered for sale at authorized outlets shall be purchased from the Regimental Warehouse at wholesale price and not direct from suppliers. Authorized outlets shall not introduce items for sale unless approved by RHQ; and

   e. **Suppliers.** If in the best financial interest of the Regiment, RHQ may utilize suppliers throughout the world market.

28. **Supported Kit Shops.** As detailed in Reference C, the current supported kit shops are the 2 PPCLI Kit Shop in Shilo, the French Grey Kit Shop in CTC Gagetown, Supply Sergeant at the West Edmonton Mall, and The Military Museums’ Kit Shop in Calgary. In addition, the Regimental Warehouse supports other unit kit shops through ordering and purchasing, making merchandise available at wholesale prices. Additional outlets may be authorized from time to time by the REC. The current and former cap badges, as well as the PPCLI shoulder title (the “tab”), are trademarked property of the Crown. Authority to approve use of the trademark has been delegated to the REC by Directorate Material Policy and Procedures (DMPP) at National Defence Headquarters. Therefore, any items bearing these trademarked symbols shall be purchased through the Regimental Warehouse and not direct from suppliers. Any shipping costs shall be invoiced to the supported kit shop.

29. **Pricing Policy.** The RM is empowered to establish and regulate prices within the following policy guidelines, established pursuant to the decision of the 87th Regimental Executive Committee at their meeting on 20 November 1983. Pricing policy and practices shall be periodically reviewed by the REC. The Warehouse price lists will be reviewed, at least annually, and updated to reflect changes in the cost of items, including shipping, customs, and exchange rates.

30. **Mail Order.** Individual mail orders will be conducted through the PPCLI KitShop website. Postage will be added at the time of shipment.

4-6/25
31. **Consignment.** The Warehouse will not normally provide items on consignment. However, supported kit shops may be authorized up to 120 days to pay for product following delivery.

32. **Individual Credit.** The PPCLI Warehouse shall not grant credit to individuals.

33. **NSF Cheques.** There shall be a surcharge of $25 for each NSF cheque received. The Regimental Accounts NCO shall inform the individual or organization concerned in writing to ensure payment is received.

34. **Special Orders.** A 25 percent deposit is required on all special orders of merchandise not part of regular inventory. This policy also applies to custom orders on rings, broaches and swords. At the time of the order the customer will be informed of and must pay the 25 percent deposit requirement. Once items have been received, the remaining payment must be made.

35. **Disposition of Profit.** Profit generated by the Regimental KitShop is a principal source of revenue for the PPCLI Regimental Fund, is governed by the REC, and will be transferred into the fund as required to support Regimental financial objectives. Sufficient profits must be left in the Warehouse Fund as operating capital. Warehouse income is considered NPP for tax purposes. Profit accruing to supported kit shops shall be used by those units as income for their unit funds.

36. **Accounting.** An invoice will accompany all orders shipped by the Warehouse. Monthly statements will be forwarded to any organizations carrying balances (see paragraph 31 above). Payments from the supported kit shops to the Warehouse shall normally be within 30 days, unless special arrangements have been made.

37. **Stocktaking.** Inventory Retail Accountability Reports shall be prepared during the annual 100 percent physical stocktaking. The RWO will conduct weekly spot-checks on inventory, and the Warehouse staff shall conduct three stock-takings throughout the calendar year. In addition, an annual stocktaking will be conducted at the end of the fiscal year and before the beginning of Warehouse operations in the new fiscal year. The stocktaking will be internal but supervised by the RWO. The Warehouse and KitShop shall be closed for the duration of the stocktaking. The inventory reports shall be reviewed and initialled by the RM and be made available to the accountants performing the annual audit of the Warehouse Fund.

38. **Expenditures.** The RM is authorized to approve expenses incurred in the acquisition or replenishment of stock to the limit authorized by the REC. In addition, all disbursements shall be signed off by the RM and one other officer as designated by the REC, normally the RAdjt.

39. **Write-offs.** The RM is authorized to write-off KitShop stock to a value not exceeding $5,000.00 per year. The Chairman of the REC must approve any write-off above this figure. The write-off authority will be used to account for the following:

- a. lost or damaged items;
- b. Regimental gifts to distinguished or deserving personages;

4-7/25
c. bad debts; and

d. items to be placed in the Museum.

40. **Consignment.** It is the Regiment’s policy not to buy merchandise on consignment. Exceptions require the prior approval of the RM.

41. **Design and Production.** The REC is the approving authority for all items brought into use or sold at the Kit Shop. This authority will normally be delegated to the RM.

42. **Intellectual Property.** The RM is the custodian of Regimental devices and shall maintain at RHQ a master file of designs and specifications of all Regimental badges, accoutrements and devices. RHQ will control the purchase of all articles of a Regimental nature sold through the KitShop outlets or other organizations (i.e. PPCLI Association Branches). Units or individuals wishing to introduce new items must submit a detailed description to RHQ for approval by the REC. The approval must be given in writing. See Reference F for details.

43. **Ordering and Stock Levels.** The Regimental KitShop stock levels will, in general, be kept low to minimize risk, until the consumption rate can be determined. Inventory will normally be restocked based on historical sales.

44. **Controlled Inventory.** Unless otherwise authorized by the RM, the following items shall not be sold to individuals for personal use but rather will only be sold to authorized personnel for official use:

   a. Battalion camp flags;

   b. Colonel-in-Chief and Colonel of the Regiment flags and pennants;

   c. Commanding Officer’s flags and pennants;

   d. Company pennants; and

   e. uniforms and accoutrements.

45. **Theft.** The Warehouse NCO, RWO, RAdjt, or as a last resort, the RM will be advised immediately if a shoplifter is observed, apprehended, or if a theft of property becomes known. The RWO will investigate the situation and if the shoplifter is a military member, will lay charges if warranted. Once the charges are drafted, they will be passed to the RAdjt who, after reviewing the charges, will forward them under a covering letter to the member’s unit.

46. **Statements of Duties.** Warehouse staff operating instructions are listed in the annual Reference E.
VOLUNTARY REGIMENTAL CONTRIBUTIONS PROGRAMME

47. **General.** The Voluntary Regimental Contributions Programme (VRCP) is a component of the charity, the PPCLI Fund.

48. **Purpose.** The purpose of the VRCP is to enable the Regimental Fund to finance Regimental objectives. A portion of the contributions received will aid in the financing of long-term projects as approved by CRA Charities Division, thus ensuring that the Regiment retains the capability to preserve historical traditions and to define and promote the distinctiveness of the Regiment. A portion of the contributions will also be used as gratuities to members of the Regiment.

49. **Gratuities.** The following gratuities will be provided to all new Regimental members, serving members and departing members, who are in good standing, and have paid their Regimental Dues:

   a. on joining the Regiment, regardless of entry plan, each new member will receive a free issue cap badge, a numbered Regimental Coin and a New Soldier’s Manual;

   b. during their career, members will receive an annual copy of *The Patrician*, and on promotion to Sergeant and Warrant Officer a sash will be presented by their respective CoC;

   c. on honourable retirement, release or re-muster, with:

      (1) **Less than 9 years of service.** 8 ½ x 11 inch Regimental Certificate of Service in a VP embossed hard diploma cover;

      (2) **9 to 19 years of service.** 8 ½ x 11 inch Regimental Certificate of Service in a VP embossed hard diploma cover and a 4 ½ inch pewter statue with engraved nameplate;

      (3) **20 to 24 years of service.** 8 ½ x 11 inch Regimental Certificate of Service in a VP embossed hard diploma cover and a 6 ½ inch pewter statue with engraved nameplate; and

      (4) **25 or more years of service.** 12 x 18 inch Regimental Certificate of Service framed in black and a 6 ½ inch pewter statue with engraved nameplate.

50. **Contributions.** Contributions should be made to the PPCLI Regimental Fund, whenever possible, by monthly pay allotment using the Block Code Y001, or by cheque by 15 January annually. The following minimum monthly contribution scale has been approved with effect from 1 January 2011. These amounts are fully tax deductible and tax receipts can be retrieved on the Regimental website.
<table>
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<th>Serial</th>
<th>Rank</th>
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<th>Annual (b)</th>
<th>Annual (c)</th>
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<td>60.00</td>
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<td>6.</td>
<td>Col - Gen</td>
<td>35.00</td>
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</tbody>
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Table 1. Annual Voluntary Contributions by Rank.

51. **Records.** RHQ shall maintain individual records of contributions as required by current regulations.

52. **Arrears Notices.** A general notification will be sent annually to all members who are not paying at the scale required. Individual notifications will be sent as required to those members who by promotion, failed to adjust their monthly pay allotment. Members should note that a 1-2 month time delay should be expected before any pay allotment adjustments become effective. It is a member’s responsibility to ensure his VRCP is up to date.

53. **Receipts.** Annually, the REC will determine the percentage of VRCP donations to be receipted for individual income tax and charitable reporting purposes. This money receipted must be disbursed directly on charitable activities.

54. **Termination of Pay Assignments.** Only the individual can cancel his or her pay assignment and accordingly, Patricias who no longer wish to participate in the VRCP must make the necessary arrangements with their pay office. In the absence of any other direction, RHQ must assume the individual wishes to remain active in the programme.

**REGIMENTAL RETIREMENT FUNCTIONS**

55. **General.** Regimental Retirement Functions will be held annually and hosted by the regional ERE representative. Officers and non-commissioned members with 20 or more years of service who have retired honourably from the Regiment will be invited (with spouse/guest) to attend the retirement function. The retirement function is to be a mixed function.

56. **Invitations.** Invitations to attend the function will be produced by RHQ at the request of the ERE representative. Invitees will be requested to provide a brief synopsis of their career so that the Guest of Honour may properly recognize their service during the proceedings. Retiring members will normally only be invited to attend one retirement function.

57. **Guest of Honour.** The Colonel of the Regiment (COR), or the Colonel-in-Chief (C-in-C) if available, or the senior serving Patricia in the area, will normally be the Guest of Honour. The Guest of Honour will make a short tribute to each retiring member and will present flowers to the spouse or guest of the member if applicable. Regimental retirement gratuities will only be presented where they have not been previously issued to the member.
58. **Costs.** The costs of the function for the retired member or spouse/guest and the cost of the flowers (if applicable) will be paid from the Regimental Fund. The invitees are responsible to pay their own transportation and related costs.

59. **Miscellaneous.** All Patricias, serving and retired, in the geographic area of the retirement dinner shall be invited to attend the function. The Regiment will be advised of the member who is retiring based on the retirement message issued by the RM. In addition, retiring guests shall also be asked to indicate other guests that they might like to be invited to attend the function.

60. **Other Retiring Members.** Units shall recognize the service of all retirees, regardless of the duration of their service, at a luncheon, mugging-out, or at another suitable occasion. The senior Patricia present will recognize retirees, including those with less than 20 years of service, for their service to their Regiment and country. Retiring Patricias will be presented their retirement gratuity at this time.

**PPCLI STUDENT BURSARIES**

61. **General.** The REC and PPCLI Association have established a series of bursaries for the purpose of advancing the education of members of the Regimental Family, including, bursaries offered annually to South Korean students in memory of those Patricias who served in the Korean War.

62. **The PPCLI Association Student Bursary Fund.** A component account of the Hamilton Gault Memorial Fund (HGMF), this fund annually offers bursaries under two different names, the Hamilton Gault Memorial Student Bursary, and the Jack Cathie Student Bursary. The number of bursaries awarded and the amount for each bursary is determined by the HGMF Board of Trustees based upon the income earned in the account. Income is normally disbursed as a number of $1,000 bursaries. To allow for market and interest fluctuations, the Board of Trustees will determine that percentage of annual income to be disbursed and that to be accrued. The PPCLI Association Student Bursary Fund is structured such that, in the future, student bursaries in the name of other contributors might be established and offered under its umbrella. Bursaries will be awarded in the name of Fund contributors in an appropriate ratio, based on the percentage of capital funds contributed.

63. **Forms.** The application forms for the PPCLI Association Student Bursaries are detailed in Reference G and available on the PPCLI Association website.

64. **Korean Student Bursaries.** Pursuant to the decision taken by the REC at the 94th Meeting, a sum not to exceed $1,500 will be paid from the PPCLI Regimental Fund annually for Korean Student Bursaries. Terms of Reference for the Korean Student Bursaries can be found in Reference G.

**BENEVOLENT FUND**

65. **General.** The CAF, The Department of Veterans Affairs Canada (VAC) and the Royal Canadian Legion have created a series of programs and financial packages to cover a wide array of personal emergencies including funeral arrangements, financial counselling, financial planning...
assistance, family support networking through the Family Support Centres and benefits for retired members of the CAF who may suffer, due to an unforeseen turn of events, financial stress or hardship. Further to this, VAC, the Royal Canadian Legion, the various Army, Navy and Air Force clubs, and numerous Governmental agencies are available to provide support in the following areas: funeral arrangements, financial problems, family counselling and support programs for special needs. However, the Regiment has created its own Benevolent Fund, the Princess Patricia’s Canadian Light Infantry Benevolent Fund, to provide a means to support Regimental or Association members where other agencies do not cover, or inadequately cover, the needs of our members. The application forms for the PPCLI Benevolent Fund are detailed as Annex D to this chapter.

66. While it is incumbent on the chain of command to be familiar with each of these references, they must also be cognizant of the fact that there are still areas where none of these agencies or programs have the ability to adequately support an individual in time of personal crisis or tragedy. Some examples include:

a. **Death.** Death in a family that is not the next of kin, but has caused significant trauma to that member that he/she requires emergency funds to travel to the funeral.

b. **Injury.** An injury to a member, where long-term hospitalization away from the immediate family, or next of kin, causes unusual hardship and/or financial concerns.

c. **Amenities.** Amenities support to a member in the hospital that are not covered by the member’s Mess or medical plan;

d. **Unique Arrangements.** Unique arrangements for a funeral that may go beyond what the CAF will cover, but are deemed reasonable because of unusual circumstances;

e. **Visits.** Financial assistance for members of the Regiment to pay regular visits to an injured member of the Regiment during long-term hospitalization:

f. **Dependants.** Financial assistance for dependants who require costly medical treatment, where the member’s medical plan will not cover all the costs:

g. **Other Programs.** Where the other programs provide financial support for specific areas, the Fund may provide an initial short-term loan until the funds of the applicable program are approved and disseminated.

67. **Objectives.** The objectives of the Princess Patricia’s Canadian Light Infantry Benevolent Fund are as follows:

a. **Objective 1.** Foster, maintain and promote the welfare of all members of the Regiment.

b. **Objective 2.** Enhance the esprit de corps in the Regiment.
c. **Objective 3.** Promote the welfare of the dependants of members of the Regiment.

69. The following benefits shall be offered:

a. provision of benevolent loans;

b. provision of benevolent grants; and

c. provision of recognition to members who have died on duty.

70. The full name of the fund shall be: *The Princess Patricia’s Canadian Light Infantry Benevolent Fund.* The official abbreviation shall be: *PPCLI Benevolent Fund.*

71. The following categories will be funded:

a. **Loans.** Hardship loans will be granted by the PPCLI Benevolent Fund Board of Trustees based on need, availability of funds and the recipient’s ability to pay back the funds without causing undo financial hardship.

b. **Grants.** Hardship grants will be granted by the PPCLI Benevolent Fund Board of Trustees based on need and availability of funds.

c. **Loan and Grant.** A combination of the two above mentioned.

72. The following individuals will qualify for consideration of support from the PPCLI Benevolent Fund:

a. **Serving Members.** All officers, Warrant Officers and non-commissioned members of Princess Patricia’s Canadian Light Infantry who are currently serving in the Regular Force.

b. **Dependants.** Dependents of currently serving members and those who have died whilst serving.

c. **Association Members.** Association members of the PPCLI Association.

d. **Association Member’s Dependents.** Dependents of members of the PPCLI Association.

73. **Trustees.** Due to the fact that these funds will normally be required on short notice, the members of the Board of Trustees must be available on short notice to make decisions on all requests for support from this Fund. The Board of Trustees will consist of the following members:

a. **President:** Chairman of the REC.
b. **Vice President:** A selected PPCLI Major.

c. **Secretary:** Regimental Adjutant.

d. **Senior NCO Representative:** QMSI of 3 PPCLI or, in his/her absence, a senior Patricia NCO.

e. **Junior NCO Representative:** A randomly selected PPCLI MCpl or below will sit as a regular member of the Board of Trustees.

74. The Treasurer of the Benevolent Fund will be the RM and he will be an *ex-officio* non-voting member of the Board of Trustees.

75. **Quorum.** To achieve a quorum, at least three of the five members of the Board of Trustees must be present.

76. **Meetings.** The Board of Trustees shall meet at least twice annually, at the call of the President, and at such other times as may be necessary. Meetings may be by teleconference if required.

77. For details of the application process and the conduct of the meeting refer to Annex A.

78. **Administration.** The PPCLI Benevolent Fund will be administered through a separate account under the PPCLI Regimental Fund.

79. **Operating Guidelines.** Initial Capital for the establishment of the PPCLI Benevolent Fund was provided as follows:

   a. $10,000 from each of the three Regular Force battalions;

   b. $20,000 from the funds held by RHQ; and

   c. $1,000 donation from a private citizen.

80. In the conduct of all affairs related to the operation of the PPCLI Benevolent Fund, the Board of Trustees will ensure, during the initial three-year period that the Fund never drops below 80 percent of the initial amount of invested funds. This policy will be reviewed annually by the Board of Trustees with a view to ensuring that the PPCLI Benevolent Fund becomes self-sustaining and retains, as a base, all funds invested as principal. In addition, the Board of Trustees will establish annually the percentage of growth that will be attached to the principle to guard against market changes.¹

81. **Revenues.** Revenues for the PPCLI Benevolent Fund will come from the following sources:

¹ The PPCLI Benevolent Fund is currently supported by an investment fund. Details of the investment are contained at Annex D to Reference.
a. **Donations.** Donations from individuals or agencies, who will be entitled to a 100 percent tax receipt from the PPCLI Fund. To maintain transparency, the funds will be deposited to the PPCLI Fund and then transferred to the Benevolent Fund.

b. **Regimental Funds.** Monthly contributions from the Regimental Fund, generally from Warehouse profits.

82. **Audit.** The PPCLI Benevolent Fund will be audited annually within the PPCLI Regimental Fund is being audited by an independent auditor.

83. **Financial Statements.** Financial information for the PPCLI Benevolent Fund will be provided to the Treasurer of the Fund (RM) by the RHQ Accounts NCO. Accounts NCO will provide fair market value of the investment, balances of outstanding loans, and grants approved.

84. **Amendments.** Any member who is participating in the VRCP or is a member of the PPCLI Association can propose amendments to the PPCLI Benevolent Fund Constitution and Bylaws. Such proposals are to be submitted, in writing, to the RM and will be placed before the REC for consideration. Any amendment must be approved by a majority vote.

**REGIMENTAL MUSEUM AND ARCHIVES**

85. **General.** The PPCLI Museum and Archives exist for the purpose of providing a non-profit, educational service to members of the Regiment, the Association and the community at large by preserving available artifacts, documents, photographs and other historical, artistic and scientific items which directly reflect the history of the Regiment, and by displaying the same and making them available for other like purpose enterprise and research.

86. **Authority.** Subject to the Canadian Business Corporation Act, current CAF regulations, the direction and administration of its works and the control of all the property shall be vested in the REC. The day-to-day affairs of the Museum shall be under the management of the Museum Committee. This responsibility is normally delegated to the RM, as the appointed Director of the PPCLI Regimental Museum and Archives. The members of the Museum Committee shall be composed of voting members of the REC. The Museum Committee shall supervise and control the affairs of the Regimental Museum and Archives.

87. The Museum Committee shall hold meetings at the call of the Chairman of the Museum Committee.

88. There shall be appointed under the supervision of the Chairman of the Museum Committee a Museum Director, normally the RM, whose duties shall include the following:

a. supervising the Museum staff and administering the Regimental Museum and Archives;
b. ensure that the Museum staff properly receive, accession, preserve and display artifacts, documents and photographs;

c. prepare an annual budget for the Museum and submit it for the approval of the Museum/Executive Committee;

d. operate the Museum within the approved budget;

e. issue official tax receipts on behalf of the Museum for artifacts donated or gifted;

f. enter on behalf of REC into specified term licence agreements for all outgoing loans of Museum items for periods not exceeding one year, unless renewed, and for all incoming loans of Museum items;

g. enter on behalf of the Museum Committee into royalty agreements when reproductions for commercial purposes are requested for any Museum items;

h. dispose of collection items surplus to Museum requirements, in accordance with current museum standards of ethics, to other similar museums in the Province of Alberta or Canada at their appraised value. No items will be de-accessioned without the approval of the Museum Committee; and

i. enter into specified agreements and contracts with non-public employees of the Regimental Museum and Archives, as authorized by the Museum Committee.

89. Revenue. The Regimental Museum Account is an activity within the PPCLI Regimental Fund and as such derives its sources of revenue from donations (both private and public) and grants from federal and provincial agencies.

90. Official Donation Tax Receipts and Accessioning Gifts. Since the Museum is a non-public funded institution and, as such, is an instrument of the Crown in light of Canada for the purpose of tax receipts, a tax receipt for the full “fair market” value of a gift in kind to the Museum may be issued at the discretion of the RM on the advice of the Regimental Curator. The curator may establish the fair market value of items valued at less than $1,000. In order for a tax receipt to be issued for items valued more than $1,000, the donor must provide two independent appraisals of the item to the curator who, based on the appraisals, will then decide the fair market value of the item. Prospective donors should be referred to the Curator of the Museum and Archives as gifts being donated to the Museum and Archives must be accessioned into the collection and thus Museum registration and accession forms must be filled out. Accessioning of gifts to the Museum will be conducted in accordance to Reference I, the PPCLI Museum and Archives Operating Manual.

91. Account Activities. The Museum Account records and controls all revenues and disbursements made in support of the Museum. Tax receipted funds are disbursed in the fiscal year following the receipt in accordance with CRA Regulations. A separate ledger will be established to account for revenues and disbursements from CAF grants.
92. **Audit.** The Museum Committee shall cause a detailed audit to be conducted on all aspects of the Museum Account at the end of each fiscal year.

93. **Operating Instructions.** Operating instructions for the Regimental Museum and Archives are contained in Reference I, the PPCLI Museum and Archives Operating Manual.

**OFFICIAL TAX RECEIPTS**

94. **General.** Detailed information on official tax receipts is contained in Reference I. However, the following general points apply:

a. The Regimental Museum, as an activity operated under the PPCLI Regimental Fund, may issue tax receipts in the name of the Fund for gifts made to the Museum.

b. The REC will annually direct that a percentage of Voluntary Regimental Contribution donations be receipted for individual income tax and charitable reporting purposes. This money must be disbursed, in the year following the donation, directly on charitable activities as defined by common law as outlined in section 3. Such tax receipts will be issued in the name of the Regimental Fund.

c. In addition, as registered charity, the PPCLI Fund, as applicable, may issue tax receipts to individuals or corporations making donations or gifts in kind to the Regiment.

95. **Definition.** A gift, for purposes of paragraph 110(1) of the Income Tax Act, is a voluntary transfer of property without valuable consideration. A gift is made in any circumstances when all three of the conditions listed below are satisfied:

a. some property, usually at cost, is transferred by a donor to a registered charity;

b. the transfer is voluntary. Any legal obligation on the payee would cause the transfer to lose its status as a gift;

c. the transfer is made without expectation of return. No valuable consideration, no benefit of any kind, to the donor or to anyone designated by the donor, may result from the payment;

d. Gifts include, but are not necessarily limited to:

   (1) all cash donations and cheque amounts;

   (2) the value of all gifts in kind (non-cash donations); and

   (3) cash surrender value of life insurance premiums donated or gifts received under will;
e. Gifts from other charities or associated charities are not tax receipted; and

f. A gift involves the transfer of property for which a donor receives or expects nothing in return. A contribution of services (i.e. time, skill, and effort) does not qualify as a gift, since service is not property. Consequently, the charity should not issue a tax receipt to acknowledge services.

96. **Official Donation Receipts.** Current regulations require that each official receipt issued to acknowledge a gift must contain at least the following:

   a. a statement that it is an official receipt for income tax purposes;
   
   b. the charities registration number, name and address in Canada as recorded with CRA;
   
   c. the place or locality where the receipt was issued;
   
   d. the day on which or the year during which the donation was received or, where property other than cash was received, the actual date of receipt;
   
   e. the date when the receipt was issued, when it differs from the date of the donation;
   
   f. the amount of the donation or fair market value of the gift and the name and address of the appraiser(s);
   
   g. a description of the gift; and
   
   h. the name and address of the donor.

97. Each receipt must be prepared in triplicate and shall be signed by either the RM or RAdjt.

98. **Control of Receipts.** The Regimental Accounts NCO is responsible for the control and security of receipts. No unauthorized receipts shall be issued. In the event of lost or stolen receipts, the RAdjt shall be notified immediately. To replace a lost official receipt, a replacement receipt may be issued. The RM or RAdjt shall be sole authorities to issue replacement receipts. When issued, a replacement receipt will contain the required information listed above except that the following notification will appear:

   **this cancels and replaces receipt # _____.**

In the case of a spoiled receipt, all copies must be retained and marked “cancelled.”

99. Gifts from other charities or associated charities are not tax receipted.

100. The date of issue is the date on which the receipt was prepared. There are no regulations requiring the issuing of official donation receipts within a specific period. It will be Regimental
policy to issue receipts for voluntary contributions by the last day of February for the donations received the previous year. It will also be the practice of the Regiment to issue receipts for gifts once the appraisals for the gifts have been provided. Donations and gifts received after the end of the fiscal year may not be added to the prior year’s donations unless the donation/gift was postmarked in the previous year.

CONTROL OF REGIMENTAL PROPERTY

101. General. In accordance with Reference A, the REC has been entrusted with the care, custody and control of the Regimental artifacts and memorabilia on behalf of the Chief of the Defence Staff (CDS).

102. Definition. For the purpose of this instruction, “Regimental Artifacts” and “Memorabilia” shall include and be defined as all those items which through their construction and design, affixed label or plate, or through a letter of intent can be identified as being primarily of interest to the Regiment.

103. Property Categories. All Regimental property shall be accounted for to the REC within the following categories:

a. Regimental Property. All those items of interest to the Regiment as a whole (historically or otherwise), or to more than one component of the Regiment, shall be accounted for as “Regimental Property.” Regimental Property is divided into the following categories:

   (1) The Museum and Archives. This includes the collections and intellectual items that have been formally accessioned into the Regimental Museum and Archives that are on display in the Regimental gallery; are being stored in the Collection Storage area; or are on loan to units or other museums. Any loan or accessed information through the archives shall be preceded by a copyright agreement through RHQ to ensure the PPCLI Museum and Archives receives credit for information sourcing and prevents pirating/theft of “intellectual property.” Copyright Agreement is listed in Annex E of this chapter;

   (2) Regimental Memorabilia and Artifacts. This includes all memorabilia and artifacts of Regimental significance that have not been accessioned into the Collection and are being held in the RHQ storage area or are on display in unit lines. Any artifacts/memorabilia loans shall be preceded by a loan agreement through RHQ to ensure for proper accounting for Regimental property;

b. Capital Equipment and Stores. This includes all non-public capital equipment at RHQ and at the Museum and Archives, such as computers and business equipment, and stores such as Regimental full dress scarlet uniforms, accoutrements and ancillaries. Museum capital equipment is accounted for under the Museum Fund whilst all other capital equipment and stores are accounted for under the Regimental Fund.
c. **KitShop Inventory.** This is the inventory of the KitShop and is accounted for in the Warehouse Fund, a component account of the Regimental Fund.

d. **Unit Memorabilia.** Items of primary interest to members of one unit, with little or no interest beyond that unit, shall be accounted for by the unit as “Unit Memorabilia.”

104. Commanding Officers (COs) shall decide which items held by their unit fall into each category. If a disagreement is encountered on any item, the final decision shall be taken by the REC based on investigation and recommendations of a committee composed of the Chairman of the REC and unit Deputy Commanding Officers (DCOs).

105. Care, Custody and Control of Regimental Property/Regimental Property Lists. The responsibility for care, custody and control of Regimental Property shall rest with:

   a. **Museum Collection and Archives.** The Regimental Curator is responsible for the care, custody and control of the Museum Collection and Archives and will maintain the databases at the Museum to record details on items in the Collection and Archives, respectively. The Curator is responsible to the Museum Committee. The Museum’s accounting of its holdings will be done in accordance with the PPCLI Museum and Archives Operating Manual.

   b. **Regimental Memorabilia and Artifacts.** The unit to which an artifact is on loan to, or the RM if the property is held at RHQ, is responsible for the care, custody, and control of Regimental memorabilia and artifacts. The RWO will maintain the Regimental memorabilia and artifacts database to account for the location of all such Regimental property.

   c. **Capital Equipment and Stores.** The RM is responsible for the care, custody and control of Regimental capital equipment and stores. The RWO will be the custodian and will maintain a Regimental Capital Equipment and Stores database to account for all such Regimental property.

   d. **Warehouse Inventory.** The KitShop NCO is responsible for the care, custody and control of the Warehouse inventory.

106. The Regimental property lists/inventories are an integral part of establishing the financial position of the various Regimental Funds. Without updated information, the financial position of the Regiment at the end of the fiscal year cannot accurately be determined.

107. **Insurance.** At Ref I, Regimental Property and Unit Memorabilia are covered under the Non-Public Property Consolidated Insurance Program.

108. **Care, Custody and Control of Unit Memorabilia.** The responsibility for care, custody and control of unit memorabilia will rest with the unit commanding officers in accordance with Reference C.
109. **Verification.** The Regimental Curator is specifically assigned the responsibility for verification of the artifacts/memorabilia on loan to the units and held within the Museum. A physical check will be done annually by the curatorial staff and will include a verification of items on loan to units or other museums. The RWO shall conduct an annual inventory of Regimental memorabilia and artifacts and capital equipment and stores and will include a verification of items held at units and other locations. The Warehouse will conduct an annual inventory in March of each year.

110. **Marking and Recording Regimental Property.** Property will be recorded as follows:

   a. **Museum and Archives.** Property belonging to the Museum and Archives shall be marked in accordance with the PPCLI Museum and Archives Operating Manual. Each item will be given an accession number once accepted into the collection and recorded in the appropriate Museum software databases.

   b. **Regimental Memorabilia and Artifacts, and Capital Equipment and Stores.** The subject property (less scarlet dress uniforms) will be given an identification number marked on a yellow tag, which will be discreetly placed on the item, if possible. The identification number with a description of the item and its location will be recorded on the appropriate database (Regimental Memorabilia and Artifacts or Capital Equipment and Stores). Specific categories can be found in Reference I.

111. **Local Procurement.** Nothing in these orders is intended to preclude a unit from procuring Regimental stores, such as full dress uniforms, for its own personnel from suitable local sources. However, such local procurement must be done with approval of the REC and knowledge of RHQ to ensure that Regimental standardization is maintained. Moreover, such property, while held and maintained in the unit, is deemed Regimental property.

112. **Unserviceable Items.** Regimental property which becomes unserviceable through usage and which can no longer be maintained by the unit shall be returned to RHQ. In such cases, RHQ shall assess the items and may:

   a. refurbish if economically feasible;

   b. write-off; or

   c. consign the material to the Regimental Museum.

113. **Procurement.** The procurement, replenishment and maintenance of Regimental Property, such as capital equipment and full dress uniforms, Wolseley pattern helmets and drum major’s paraphernalia, shall be in accordance with an annual budget approved by the REC.

**FUNERAL PLANNING**

114. **C-in-C.** Direction for the funeral of the Colonel-in-Chief is contained in Guard Directive 023.
115. **General.** Although casualties from Afghanistan have ceased, 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. Table 1 indicates 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.

116. A Regimental Memorial Certificate will be presented to the next of kin of a serving member of the Regiment who passes away.

- a. The certificate shown at paragraph one to Annex B will be presented to the next of kin of a serving member of the Regiment who dies on operations or during training;

- b. The certificate shown at paragraph two to Annex B will be presented to the next of kin of a serving member of the Regiment who dies under any other circumstance (non-duty);

- c. The Regimental Memorial Certificate will be presented in person to the next of kin by an appropriate member of the Regiment; and

- d. RHQ will arrange for the preparation of the appropriate certificate on notification of death of a serving member, and will forward it by the fastest means to the unit or a specified individual for presentation to the next of kin.

<table>
<thead>
<tr>
<th>Serial</th>
<th>Type</th>
<th>Lead Agency</th>
<th>Supporting Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
</tr>
<tr>
<td>1</td>
<td>Casualties (Combat or Training)</td>
<td>Serving Component</td>
<td>C-in-C or COR (both if required)</td>
</tr>
<tr>
<td>2</td>
<td>Veteran</td>
<td>Association</td>
<td>Association (in accordance with family’s wishes)</td>
</tr>
<tr>
<td>3</td>
<td>Regimental ViP</td>
<td>Serving Component</td>
<td>C-in-C and COR Association (in accordance with family’s wishes)</td>
</tr>
<tr>
<td>4</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table 2.** Regimental Support to Funerals.

**REGIMENTAL AWARDS, CERTIFICATES, COMPETITIONS AND TROPHIES**
117. **General.** The Regimental Incentives and Awards Programme is designed to recognize outstanding individual achievements which clearly warrant Regimental mention. The programme shall be administered by the REC (Awards Committee) (see Annex B for Terms of Reference). As there may be unusual cases where it is not easy to determine whether a CAF or Regimental Award would be more appropriate, the sponsoring unit should submit the nomination for consideration at Regimental level. RHQ may, in turn, recommend a submission for a CAF award as an alternative to a Regimental award.

118. **Purpose and Scope.** The Regimental Awards Programme recognizes that many deserving members of PPCLI have received or will receive due recognition through the existing CAF awards system. Those special and unique achievements which are of primary significance to the Regiment, will receive appropriate consideration for a Regimental Award in one of the categories described at Appendix 1 to Annex B. If possible, awards ceremonies shall be held concurrently with a significant Regimental ceremonial event, decided by the unit CO. If this is not feasible, COs or ERE Representatives shall present awards at a significant non-ceremonial event. Costs associated in the preparation and shipping of the award(s) shall be borne by the Regiment.

119. **Regimental Service Certificate.** A Regimental Certificate of Service will be presented to all members who serve the Regiment honourably.

120. **90th Birthday Certificates.** Certificates will be issued to all members on their 90th birthdays.

**REGIMENTAL TROPHIES**

121. **The A. Hamilton Gault Trophy.** Brigadier A. Hamilton Gault, DSO, ED, CD, the Founder and first Colonel of the Regiment, commissioned Garrard’s Silversmiths of London, England to produce the trophy in 1956. Unfortunately, the Founder did not live to see his trophy presented to, and subsequently competed for, the Infantry that he held in such high esteem. The trophy was presented to the Canadian Army on 24 April 1959 by his widow, the late Mrs. Dorothy Gault. The complete rules for the A. Hamilton Gault Trophy are contained in Land Force Command Order (LFCO) 23-5, Annex A. An abridged version of the competition rules are found at Annex C. In addition to the trophy itself, the winning unit receives, for permanent retention, a small plaque bearing the Infantry badge and an inscribed plate. The A. Hamilton Gault Trophy has not been competed for the past several years, with the last winner being in 1999. A complete list of past winners can be found at Appendix 2, Annex C to this chapter.

122. **The Hamilton Gault Skill-At-Arms Trophy.** The aim of the Hamilton Gault Skill-at-Arms Trophy is to foster a high standard of soldier skills in Princess Patricia’s Canadian Light Infantry. Like the A. Hamilton Gault Trophy, this award was designed and presented to the Regiment by Brigadier A. Hamilton Gault, DSO, ED, CD. The rules for the Hamilton Gault Skill-at-Arms Trophy were changed in 2003. Under the old rules the trophy was awarded annually to the rifle company of PPCLI whose members possessed the highest average score on the C7 during the annual qualifications. Now, the new rules are based on a military skills competition. The new rules for this trophy can be found at Annex D. All rifle companies of the three PPCLI battalions are eligible to compete. Each battalion selects two ten-man sections from

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2 Superseded by Canadian Army Order XXX.

4-23/25
its rifle companies for competition. An engraved plate, noting the winning company and the year, will be affixed to the trophy before presentation. A list of past winners can be found at Appendix 1, Annex D.

123. The Louis Scott Cock O’ The Walk Trophy. Louis Scott, 640, enlisted in the PPCLI as a Private in August 1914 and served as Regimental Sergeant Major from May 1915 to December 1915. He was then commissioned and seconded to the Royal Air Force as an instructor. In 1920, he recruited C Company of First Battalion, The Edmonton Regiment, taking over command of that unit from November 1923 to January 1927. During the Second World War, Colonel Scott served in various locations in Western Canada. His son served in The Loyal Edmonton Regiment during WWII, attaining the rank of Captain. Colonel Scott retired to England until his death in 1965. Mr. Kenneth Scott, Esq., Copperfield 14, Blackhills, Esher, Surrey, England, son of the late Colonel Louis Scott, OBE, DCM, ED, offered to present a trophy, for Regimental competition, in memory of his father and on behalf of his mother and himself. This offer was accepted and a trophy was produced by Henry Birk’s and Sons, Edmonton, Alberta. The Trophy was completed in 1967. The Louis Scott Cock O’ the Walk Trophy is for competition between the Commanding Officers and Regimental Sergeants Major of the units, including The Loyal Edmonton Regiment (4 PPCLI). The rules for the award of the trophy are reproduced at Annex E to this chapter.

OTHER REGIMENTAL TROPHIES

124. Commencing in 1978, two trophies presented by the Regiment have been competed for at the Connaught Ranges in Ottawa:

a. The Colquhoun Trophy. This trophy, in honour of Brigadier W.G. Colquhoun, MC, is awarded to the four-man Regular or Reserve team which obtains the highest aggregate score in Sniper rifle, individual and team matches. The trophy is a British Short Lee-Enfield Mark III rifle mounted on an oak wall plaque; and

b. The Stone Trophy. This trophy, in honour of Colonel J.R. Stone, DSO, MC, CD, is awarded to the Regular Force or Primary Reserve competitor who obtains the highest individual aggregate score in individual sniper rifle matches. The trophy is a British No. 4 Mk 1 (T) Lee-Enfield rifle scope mounted, the whole mounted upon a mahogany wall plaque.

125. The Nicklin Trophy. The Nicklin Trophy is awarded annually to the Most Outstanding Player in the Western Conference of the Canadian Football League. The trophy was presented in memory of Lieutenant-Colonel Jeff Nicklin, Commanding Officer 1st Canadian Parachute Battalion, who was killed in action on the Rhine crossing in WWII. From 1946 until 1968, the airborne component of the PPCLI was the custodian of the trophy, followed by the Canadian Airborne Regiment, then in 1996, the Canadian Football Hall of Fame took over this duty.

126. PPCLI Association Cadet Corps Trophy. Mr. Dennis Coyne of Winnipeg, Manitoba, donated a trophy to be presented by the Association on behalf of the Winnipeg Branch and to be known as the “PPCLI Association Cadet Corps Trophy.” The trophy is competed for by the Royal Canadian Army Cadet Corps sponsored by or affiliated with the Regiment or Battalions of the Regiment and is awarded to the most proficient Corps during a training year, based on a review of all corps’ Annual Reports by RHQ (to be received from the Cadet Regions each

4-24/25
August). The award of the trophy carries with it a sum of money donated from the Hamilton Gault Memorial Fund. The presentation of the trophy and cheque will be coordinated by the PPCLI Association, the custodian, and should be done by a local PPCLI Association representative or by a serving senior officer.

Annexes.

A. BENEVOLENT FUND APPLICATION PROCESS
B. REGIMENTAL INCENTIVE AND AWARDS PROGRAM TERMS OF REFERANCE
C. HAMILTON GAULT TROPHY
D. RULES FOR THE AWARD OF THE HAMILTON GAULT SKILL-AT-ARMS TROPHY
E. RULES FOR THE AWARD OF THE LOUIS SCOTT COCK O’ THE WALK TROPHY
BENEVOLENT FUND APPLICATION PROCESS

1. The member, with or without a representative from his or her chain of command, will contact the Veterans Care Warrant Officer (VCWO) directly. If the chain of command is not involved, the VCWO will brief back the chain of command. The VCWO will interview member and will brief the RM and RWO on the situation. In the case of an ERE or Association member, the ERE or Association representative may deal with the VCWO on behalf of the member. Close coordination between the representatives and the VCWO is required throughout the process.

2. The VCWO will reach out to partner agencies to determine whether this issue can be resolved without recourse to the Benevolent Fund. Once these avenues are exhausted, the VCWO will determine whether the case meets the requirements detailed in Chapter 4 of the Regimental Manual. Assuming that the case meets the criteria for the Benevolence Fund, the VCWO then prepares the file. The following documents are required:
   a. Application (Appendix 1 to this Annex).
   b. Financial Worksheet (created by VCWO with member).
   c. Briefing Note, if required to explain a complex case.
   d. Applicant's MPRR.
   e. Any other documentation required to support the case.

3. The Benevolent Fund Committee will then be convened. Committee members will be provided with sanitised versions of the applicant's file, with all identifying information removed. The member's Chain of Command, the RM, RWO, and VCWO are aware of the identity of the applicant due to the application process; the voting members of the Board will, as far as possible, not be made aware of the applicant's identity.

4. Once the decision has been made, the VCWO prepares the loan agreement. The entire file, including the loan agreement, is sent to the Regimental Accountant for vetting. Once vetted, the VCWO will meet with the applicant to explain the details of the loan or grant terms and conditions. The signed package is then returned to the Regimental Accountant. The Regimental Accountant may cut the cheque or cheques to the applicant, or may pay out the applicant's creditors, depending on the decision of the Board. Re-payment may be allotment, cheques, bank drafts, or cash.

BENEVOLENT FUND BRIEFING

5. Introduction. The aim of the Benevolent Fund is to provide a safety net for soldiers, acting as a lender of last resort and filling gaps in existing programs. Attention is drawn to paragraph 2, sub-paras a through g. Sub-paragraph g is what provides the flexibility.

   a. Generally an unexpected or unforeseen issue.
b. Can be used to provide “bridge financing” if the soldier is due money from another program.
c. Generally last port of call.
d. Not for consolidation loans.

7. **Conduct.**

a. Committee reads files.
b. Applicant’s representative (Company Commander or VCWO) takes questions. Points to be considered:
   
   (1) Does the request meet the criteria of the Benevolent Fund?
   
   (2) Is the applicant eligible?
   
   (3) If so, should this be a grant, a loan, or a combination of grant and loan?
   
   (4) If so, how much and what are the repayment terms?
   
   (5) What is the risk to the fund?

c. Once committee has discussed, the RM will formulate a motion. The motion will specify the type of assistance, amount, and repayment terms.

d. The motion will be discussed, and amendments made if required. If there are counter-motions, these will be presented. Once the committee is satisfied with the motion or motions on the table, voting will begin.

e. Committee will vote, declaring their vote for the first motion on the table in reverse order of rank. If there are multiple motions, a second vote will be taken. The motion that gathers the most “yes” votes will be adopted.

f. RAdjt will record the decision.

8. **Notes.**

a. There may be occasions when one or more members of the Committee may have to abstain from voting, generally because they are aware of the identity of the applicant. In this case, in order to generate a quorum, additional committee members may have to be introduced. Generally the abstaining Committee member will be the RM, in which case another Major may be required.

b. Only three of the five members are required to be present for a quorum. If the Chair of the REC is not present, he should be linked in by telephone.
PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY

Benevolent Fund Application

SN ___________ SURNAME ____________________________ INITIALS ______
ADDRESS _______________________________________________
CITY _______________ PROVINCE _____ POSTAL CODE ____________
PHONE (H) _______________ PHONE (C) _______________

REASON FOR REQUEST:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

____________________________________
____________________________________
Date          Signature of Applicant

Record of Decision
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

____________  ________________
Date              Regimental Major
Loan Agreement

I, SN ___________________ SURNAME ___________________ INITIALS ___________________, acknowledge that I have received a loan of $_________ dollars from the PPCLI Regimental Fund. I promise to repay the loan, as set out in this agreement, to PPCLI Regimental Headquarters, in the agreed time frame.
I agree to repay the loan in $_________/ month installments once the following conditions are met:

Failing to pay back the loan to Regimental Headquarters will result in administrative action being taken against you, up to and including garnishing of your wages. Payment options can be arranged with the Regimental Accounts NCO.

________________________________________  ______________________
Applicant’s Signature              Date

________________________________________  ______________________
Witness’ Signature              Date

________________________________________  ______________________
Regimental Major’s Signature              Date

________________________________________  ______________________
Regimental Account’s NCO Signature              Date
REGIMENTAL INCENTIVE AND
AWARDS PROGRAM TERMS OF REFERENCE

1. The Regimental Awards Committee is composed of the voting members of the Regimental Executive Committee. The committee will sit, as required, each time the Regimental Executive Committee meets.

CATEGORIES OF AWARDS

2. The Regiment presents three different types of awards based on the circumstances listed below:

<table>
<thead>
<tr>
<th>Serial</th>
<th>Type of Award</th>
<th>Reason For Award</th>
<th>Description of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Regimental Achievement Award</td>
<td>For Professional Excellence. Awarded to serving Patricias and support personnel posted to a PPCLI unit.</td>
<td>A diploma signed by Colonel of the Regiment with Regimental Seal affixed. It is presented in a hard bound folder. This folder contains the diploma (right) along with Regimental Battle Honours (left).</td>
</tr>
<tr>
<td>2.</td>
<td>Regimental Commendation</td>
<td>Performance of a deed(s) or activity(s) above and beyond the call of normal duty. Eligibility as above.</td>
<td>Citation signed by the COR with Regimental Seal affixed in a diploma. Presented in a hard bound folder. This folder contains the diploma (right) along with the Regimental Battle Honours (left).</td>
</tr>
<tr>
<td>3.</td>
<td>Certificate of Appreciation</td>
<td>Significant contribution to the Regiment deserving of recognition. Normally presented to civilians.</td>
<td>Citation signed by the COR with Regimental Seal affixed. Presented in a hard bound folder. This folder contains the diploma (right) along with the Regimental Battle Honours (left).</td>
</tr>
</tbody>
</table>

REGIMENTAL ACHIEVEMENT AWARD

3. The Regimental Achievement Award may be awarded to soldiers and officers of the Regiment and to other arms and services personnel serving in a unit, who place first on a recognized CF course conducted for the purpose of developing leadership skills or advanced trade skills. Additionally, members may be awarded a Regimental Achievement Award for similar achievements on out of country courses which enhance professional knowledge or leadership.
4. A recommendation for an achievement award may be submitted for any other accomplishment, provided that the accomplishment, in the opinion of the sponsor, is representative of the high standards expected of the Regiment.

REGIMENTAL COMMENDATION OR CERTIFICATE OF APPRECIATION

5. These awards must be thoroughly justified by the sponsor, and are awarded to recognize performance above and beyond the call of normal duty.

6. Categories of Regimental awards are listed at Appendix 1 to Annex A.

NOMINATIONS AND SUBMISSION PROCEDURES

7. Nominations for Regimental awards shall be prepared in the format shown at Appendix 1 to Annex A (reproduce locally), and may be submitted to RHQ at any time. Regimental Headquarters will retain the nominations until the next Regimental Executive Committee meeting. Each nomination shall be considered by the Awards Committee, with the decision based on a simple majority vote. The Awards Committee may recommend that a nomination be submitted by a unit up the chain of command, if it is felt a Canadian Forces (non-Regimental) award is warranted.

8. Nominations may be submitted by the following sponsors:

   a. the Regimental Guard;

   b. Battalion Commanding Officers;

   c. the senior PPCLI officer at any location where ERE Patricias are serving; and

   d. if unusual circumstances exist, by individual members of the Regiment who do not fall into any one of the above categories.

9. Regimental Headquarters shall ensure that the submitting authority is informed of the decision of the committee as soon as practicable after a decision has been made.

10. With respect to a Regimental Achievement Award, a streamlined process will be used for nominations of officers and soldiers who place first on a recognized CF course conducted for the purpose of developing leadership or advanced trade skills. RHQ and the units hold a list of all courses that fall under this streamlined process. In these cases, the nominating unit CO is to inform RHQ of the nomination, with complete paper work to follow, which is automatically approved by the other COs (unless there is an objection). RHQ will immediately process the award so that it can be presented in a timely manner and not have to wait for the semi-annual meetings of the Awards Committee.
PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY
RECOMMENDATION FOR A REGIMENTAL AWARD

1. Service No.  Rank  Name  Initials  Post Nominal

2. Unit   Company

3. Present Employment

4. Category of Award (Achievement, Commendation or Certificate of Appreciation)

SUPPORTING NARRATIVE
(Use an additional page if necessary. Max 200 Words)

(Ensure Course number and dates are included for Achievement Awards)

5. SUBMITTED BY: __________________________________________________
   Signature  Position  Date

6. UNIT REVIEW (SPONSOR): ___________________________________________
   Commanding Officer/ERE Representative  Date

7. APPROVED/NOT APPROVED: _________________________________________
   Chairman of Regimental Executive Committee  Date
PRINCESS PATRICIA’S CANADIAN
LIGHT INFANTRY REGIMENTAL ACHIEVEMENT AWARD

Princess Patricia’s
Canadian Light Infantry
Regimental Achievement Award

Master Corporal H. Bloggins

Top Candidate JLC 2009

18 April 2009 - 30 August 2010

LG Col R.E. Crubba, CMM, MSC, CD (Ret’d)
Colonel of the Regiment
Princess Patricia's
Canadian Light Infantry

Regimental Commendation

Warrant Officer H. Bloggins, CD

Warrant Officer Bloggins, CD has provided many years of sage advice and inspiration to all Patricians on how better to support our soldiers and veterans. Warrant Bloggins was instrumental in creating the Voluntary Patricia Programme (VPP), which is based on veterans helping veterans. From VPP came Operation Santa Claus, followed by Operation Small Pack, both funded by private donations and executed by volunteers. Warrant Bloggins completed the draft of the Regimental Guard Directive 6, which will help the REC to study how best to meet our future financial needs. For inspirational and unfailing commitment to hard work for the benefit of the Regiment, Warrant Officer H. Bloggins is awarded the Regimental Commendation.

Lieut. R.S. Criddle, CMM, MGC, CD (Ret'd)
Colonel of the Regiment.
REGIMENTAL CERTIFICATE OF APPRECIATION

Princess Patricia’s
Canadian Light Infantry

Certificate of Appreciation

Mr. John Smith

For their immense dedication and devotion to the Princess Patricia’s Canadian Light Infantry (PPCLI), PPCLI Association, PPCLI Warrant Officer’s and Senior Non-Commissioned Officer’s Club for well over four decades. They have tirelessly promoted, maintained and supported the regimental family spirit, esprit-de-corps and comradeship amongst retired and serving soldiers and their families, and members of the civilian community.

L.Gen R.R. Crumba, CMM, MSC, CD (Ret’d)
Colonel of the Regiment
REGIMENTAL MEMORIAL SCROLLS

1. **On Duty.** This scroll is contained within a hard bound folder and will be presented to the next of kin of serving members of the Regiment who die while on duty (operations and training). The scroll will be signed by the Colonel in Chief.
2. **Off Duty.** This scroll is contained within a hard bound folder and will be presented to the next of kin of a serving member of the Regiment who dies under other circumstances (non-duty). The scroll will be signed by the Colonel of the Regiment.
HAMILTON GAULT TROPHY REGULATIONS

AIM

1. The aim of the A. Hamilton Gault Trophy is to foster interest in and improve the standard of rifle marksmanship in the Infantry of the Regular component of the Canadian Forces.

GENERAL

2. The complete rules for the awarding of the A. Hamilton Gault Trophy are contained in the Land Forces Command Order (LFCO 23-5), Annex A. The A. Hamilton Gault Trophy will be competed for by all Regular Force Infantry battalions to foster a higher standard of shooting.

3. The competition period is 1 January to 30 November each year, with the winner being announced by 7 December annually. The trophy will be held by the winner until 15 November of the succeeding year.

COMMAND AND CONTROL

4. The Director of Infantry will receive, examine and verify unit submissions to determine the winner by 7 December annually. In case of dispute, the Director of Infantry will form a committee at his discretion but to include an officer nominated by the Colonel of the Regiment, PPCLI.

PRESENTATION

5. The trophy will be awarded by the Colonel of the Regiment PPCLI or his representative as arranged with the recipients as soon after 7 December as reasonably practicable. Transportation costs for the Colonel of the Regiment PPCLI or his representative will be borne by RHQ PPCLI.

6. The engraved plate will be affixed to the plinth of the trophy prior to presentation, reflecting the name of the winning unit and the year in which the trophy was won.

CONDUCT OF THE COMPETITION

7. The competition is not intended to be specialized nor is it meant to be an additional burden upon unit Commanding Officers. The award, therefore, will be based on the results of the best 150 individual scores achieved during the competition period on a classification practice conducted in accordance with Chapter 4, Section 2 of B-GL-382-001/PT-001.

8. Only members on strength of the unit during the reporting period will be included in the competition. There is no restriction as to rank but a member may only be counted once.
9. Since the intent of the donor was to improve the standard of rifle marksmanship in the Infantry of the Regular Force, an individual may fire the complete practice any number of times and his best score selected for recording as part of his unit’s overall score. A composite individual score compiled from several practices is inadmissible.

10. Highest possible individual score is 49 and the highest possible unit score is 7350.

11. An application for the trophy award, found at Appendix 1, must be completed and forwarded through Area Headquarters and Director Army Training, Kingston to reach the Director of Infantry by 1 December annually.

12. A nominal roll must accompany the unit application. It will contain the last three digits of the SN, rank, name and score for each of the 150 members comprising the unit’s team.

13. In case of a tie, the winner will be decided from the unit with the highest number of marksmen.

ACTION WHEN THE COMPETITION IS NOT HELD

14. In the event of an emergency or when circumstances prevent the competition from being held, the trophy will be returned to PPCLI RHQ in trust for safekeeping.

RESPONSIBLE AGENCY

15. The Director of Infantry is responsible for the movement, maintenance and for custodial arrangements for the trophy. Expenses for insurance, shipping and maintenance will be borne by the Infantry Branch Fund.
A. HAMILTON GAULT EVALUATION
APPLICATION FOR THE AWARD OF THE TROPHY

1. ________________________________ submits the following in support
   (UNIT)
of this application for the award of the A. Hamilton Gault Trophy for the evaluation year 1
January to 30 November ________ .

2. The unit score, based on the cumulative total of the 150 members of the unit as can be
   verified from the attached nominal roll, is ____________________ (HPS 49 X 150 =7350).

COMMANDING OFFICER’S CERTIFICATION

3. I certify that these rifle classification results were obtained from practices conducted in
   accordance with the provisions of B-GL-382-001/PT-001, Chapter 4, Section 2 and in accordance
   with LFCO 23-5 Annex A (A. Hamilton Gault Evaluation). I further certify that to the best of my
   knowledge the figures in this application represent a true and accurate statement.

_________________________________       _____________
Commanding Officer                Date
A. HAMILTON GAULT TROPHY WINNERS

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RULES FOR THE AWARD OF
THE HAMILTON GAULT SKILL-AT-ARMS TROPHY

AIM

1. Since its re-designation in 2003, the aim of the Hamilton Gault Skill-at-Arms Trophy has been to foster a high standard of military skills in Princess Patricia's Canadian Light Infantry. Prior to 2003, the competition promoted small arms marksmanship within the Regiment.

DONOR


GENERAL

3. The Hamilton Gault Skill-at-Arms Trophy will be awarded annually to the rifle company of PPCLI whose team possesses the highest score based after a three phase round robin of events. Details of the phases are described below. The trophy will be awarded annually on 17 March, and will be held by the winning company until 1 March of the following year, at which time it will be returned to Regimental headquarters. An engraved plate, noting the winning company and the year of the award will be affixed to the trophy before presentation.

ELIGIBILITY

4. All rifle companies of the First, Second and Third Battalions of the PPCLI are eligible to compete. Each battalion shall submit two ten-man sections for competition.

TROPHY COMMITTEE

5. The Regimental Major is custodian of the trophy.

6. The Committee constituting the ruling body for the award of the trophy will be:

   a. the Colonel of the Regiment; and

   b. the Regimental Major.

7. Applications will be forwarded to the Regimental Major after the competition is completed. They will be verified for accuracy and submitted to the Colonel of the Regiment for his declaration of the winner.

8. The winner will be announced in sufficient time so that the presentation of the trophy may be made on 17 March, subject to the exigencies of the service.
PHASE 1 - STATIC SKILLS STAND

9. **General.** The following paragraphs outline the conduct and scoring of Phase 1, the static skills portion of the Hamilton Gault Skill-At-Arms Competition and should be followed within reason, to ensure fairness to all soldiers of the Regiment. There are five stands: First Aid, weapons handling, AFV recognition, map and compass, and judging distance.

10. **First Aid.** The First Aid Stand will have two possible scenarios. The assessor(s) will draw one scenario and familiarize themselves with that situation. After which, the assessor(s) will verbally brief a team member, in private, who will act as the casualty for the team, followed by a quick brief to the team itself on the conduct of this stand. There will be no time limit per se, however the team must act with a sense of urgency and deal promptly with the casualty. Failing to act with a sense of urgency will be noted, and, in the extreme, 1 point (of a highest possible score of five) should be deducted. It is important to note that the sequence in dealing with a casualty, especially in combat, must be followed closely. Should the competitors skip or omit any stage in dealing with the casualty (to include: failure to ensure the site is safe/secure, incomplete/improper conduct of the primary assessment, misdiagnosis and/or improper treatment of the casualty, failure to conduct a follow-up assessment and/or failure to continuously monitor the casualties condition) then they will not be awarded any more points following the mistake. For any non-life threatening mistakes made one half point will be deducted from a HPS of 5. The scenario/score sheet should be consulted and followed in order for this assessment to be accurate and fair. Each competing team from a battalion will do different scenarios.

11. **Weapons Handling Stand.** The Weapons Handling Stand will require a C-6 GPMG in the light role and the individual soldier’s C-7 rifle. When the team arrives at this stand, the assessors will randomly pick 6 team members who will be required to detail strip and assemble their rifles (IAW B-GL-317-018/PT-001) and one soldier who will be tasked to field strip and assemble the C-6 GPMG (IAW B-GL-317-012/PT-001). There will be no time limit for this test. Soldiers will be penalized one half point for each mistake they make, with a HPS of 7 for each team as is indicated on the score sheet. The Stand NCO with the aid of an assistant will have the soldiers strip their weapons two at a time for ease of monitoring and scoring. The two soldiers will be back to back to eliminate the chance of one soldier observing the other.

12. **AFV Recognition.** The AFV Recognition Stand will have 26 different vehicle photographs. The assessor will select 10 photographs at random, and have each soldier on the team identify one vehicle each. Soldiers should be encouraged by the assessors to answer with vehicle designation only (e.g. T72, BRDM), not country of origin or vehicle type (e.g. MBT). One half point will be awarded for each correct answer, with a HPS of 5 for this stand as indicated on the score sheet.

13. **Judging Distance.** The Judging Distance Stand should be set up using best judgment on available ground. This Stand will consist of 3 x Figure 11 targets which will be set up at the various distances from the judging area. Due care should be taken so as not to give away or aid the soldiers in their estimates, by having uniform surroundings such as telephone poles or firing
points in close proximity to the targets. The conduct of this stand is as follows: three soldiers will be selected at random from the team, each will be assigned one figure 11 target, and asked to estimate the distance in meters to that target. One point will be awarded to those estimates that fall within 10% of the actual distance for a HPS of 3 points.

14. **Map and Compass.** The Map and Compass Stand will see five soldiers per team, selected at random by the assessor, and asked to measure the grid bearing and distance between two points. Soldiers will be using a “common to all” Wainwright map (series A702, MCE 14, edition 19-TR01) and will require either a compass and/or a protractor to calculate their answer. Each correct answer is worth one half point with a HPS of 5 points.

**PHASE 2 - FORCED MARCH**

15. The next paragraph outlines the conduct and scoring of Phase 2, the Forced March portion of the Hamilton Gault Skill-At-Arms Competition and should be followed closely to ensure fairness to all soldiers of the Regiment.

16. The Forced March will be 16 kilometres in length and will be conducted on a flat, hard surface or route. The route will be the 1 PPCLI battle fitness test route with an additional leg leaving from the G.G. Brown bldg, and ending at the ATS Range. Teams must be briefed on their designated route and a safety vehicle will follow them throughout. 1 PPCLI will apply standard safety measures for marches (e.g. safety vests, guides). The teams will be dressed in full fighting order and will carry C7 rifles. Teams will be given two hours and fifteen minutes to conduct this march for full points (HPS 40). As running is not permitted in combat boots due to risk of injury, no extra points will be awarded for finishing any quicker, however, for every minute in excess of two hours 15 minutes, one point will be deducted from the HPS 40. Further, four points will be deducted for each team member that fails to complete the march. The finish point for the Forced March shall be at the range for ease of transition to Phase 3 of the competition. The time is recorded when the last soldier from the section crosses the finish line.

**PHASE 3 - FALLING TARGET SHOOT**

17. The next paragraph outlines the conduct and scoring of Phase 3, the Falling Target Shoot portion of the Hamilton Gault Skill-At-Arms Competition and should be followed closely to ensure fairness to all soldiers of the Regiment.

18. The Falling Target Shoot should take place immediately following Phase 2 of the competition. The start of the shoot shall commence within 10 minutes of the completion of the Forced March. This will allow time for the team to drink, receive a range safety briefing, and be briefed by the RSO as to the conduct of the range practice. The shoot should be conducted on the ATS conventional range using the prone unsupported position, at the 100 metre firing point. The teams will remain dressed in full fighting order with C7 rifles, and will be issued with three rounds of 5.56mm ammunition per soldier. Teams must be briefed that this will be a timed event and that they have a maximum of one minute in which each soldier must knock down two falling plates. Soldiers who have downed their two targets with two rounds may use their third round to...
assist another team member. The team will score one point for every target downed in one minute. RHQ will award bonus points for time when all targets are downed in less than a minute. The fastest team will score 10 points, the second fastest eight, the third six points, and the fourth four points. It is important that the assessor or range safety officer record accurate time from the word of command “fire” until all targets are downed. No points for time will be awarded if all the targets are not downed in one minute. RHQ will determine the final results based on targets fallen and time taken.
**WINNERS OF THE HAMILTON GAULT SKILL-AT-ARMS COMPETITION**

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RULES FOR THE AWARD OF
THE LOUIS SCOTT COCK O’ THE WALK TROPHY

AIM

1. The aim of the Louis Scott Cock O’ The Walk Trophy is to commemorate the service of the late Colonel Louis Scott, OBE, DCM, who served as a Regimental Sergeant-Major of Princess Patricia’s Canadian Light Infantry and as a Commanding Officer of The Loyal Edmonton Regiment.

DONOR


GENERAL

3. The trophy will be competed for annually by the Commanding Officers and Regimental Sergeants-Major of Princess Patricia’s Canadian Light Infantry battalions and The Loyal Edmonton Regiment (LER), who will compete for the trophy in a pistol shoot in accordance with Chapter 4, Section 5 of B-GL-382-001/PT-001 Shoot to Live inclusive, as currently published.

4. The competition will normally take place during the annual French Grey Weekend. The Regimental Major will confirm the details of the competition with all participants at least two months prior. The OPI will normally be the LER. The trophy will be engraved showing the winning unit, the names of the Commanding Officer and the Regimental Sergeant Major and the year of the award. The trophy will be awarded during the French Grey Ball.

ELIGIBILITY

5. The Commanding Officers and Regimental Sergeants-Major, or in the event of operational commitments, the “Officer Commanding Rear Party and Rear Party Sergeant-Major” are eligible to compete for the award of the trophy. Participants must be present to compete.

6. An impartial officer, normally the Regimental Major, will attend the competition to verify and sign the scoring sheets on site. The trophy will be awarded to the unit team that has the highest combined score in the standard annual pistol classification in accordance with Chapter 4, Section 5 to CFP 382(1) Shoot to Live.

TIES

7. In the event of a tie, if possible, a further shoot may be held to determine a winner. Otherwise the trophy will be jointly awarded.
## WINNERS OF THE LOUIS SCOTT COCK O’ THE WALK TROPHY

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<td>LCol T.M.C. Marsaw, CD</td>
<td>CWO W.H. Carleton, CD</td>
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<td>1971</td>
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<td>CWO J.H. Richardson, DCM, CD</td>
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<td>LCol J.H. Allan, CD</td>
<td>CWO J.A. Heyman, CD</td>
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<td>CWO L.J. Connell, CD</td>
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<td>1982</td>
<td>LER</td>
<td>LCol C.G. Marshall, CD</td>
<td>CWO G.C. Atkin, CD</td>
</tr>
<tr>
<td>1983</td>
<td>PPCLI BSL</td>
<td>LCol R.L. Dallison, CD</td>
<td>CWO L.J. Connell, CD</td>
</tr>
<tr>
<td>1984</td>
<td>PPCLI BSL</td>
<td>LCol R.L. Dallison, CD</td>
<td>CWO M.H. Hamilton, CD</td>
</tr>
<tr>
<td>1985</td>
<td>2 PPCLI</td>
<td>LCol R.L. Dallison, CD</td>
<td>CWO M.H. Basaraba, CD</td>
</tr>
<tr>
<td>1986</td>
<td>PPCLI BSL</td>
<td>LCol P.D. Montgomery, CD</td>
<td>CWO M.A. Hamilton, CD</td>
</tr>
<tr>
<td>1987</td>
<td>3 PPCLI</td>
<td>LCol J.D. Joly, CD</td>
<td>CWO J.M. Downey, CD</td>
</tr>
<tr>
<td>1988</td>
<td>PPCLI BSL</td>
<td>LCol H.F. Elliott, CD</td>
<td>CWO H.R. Stinson, CD</td>
</tr>
<tr>
<td>1989</td>
<td>2 CDO</td>
<td>Maj D.J. Pentney, CD</td>
<td>MWO C.M. Cableguen, CD</td>
</tr>
<tr>
<td>1990</td>
<td>2 CDO</td>
<td>Maj D.J. Pentney, CD</td>
<td>MWO C.M. Cableguen, CD</td>
</tr>
<tr>
<td>1991</td>
<td>PPCLI BSL</td>
<td>LCol W.J. Stutt, CD</td>
<td>CWO V.I. Komadina, CD</td>
</tr>
<tr>
<td>1992</td>
<td>3 PPCLI</td>
<td>LCol D.J. Pentney, CD</td>
<td>CWO W.P. Spring, CD</td>
</tr>
<tr>
<td>1993</td>
<td>PPCLI BSL</td>
<td>LCol M.M. Fenrich, CD</td>
<td>CWO V.I. Komadina, CD</td>
</tr>
<tr>
<td>1994</td>
<td>PPCLI BSL</td>
<td>LCol M.J. Diakow, CD</td>
<td>CWO C.M. Cableguen, CD</td>
</tr>
<tr>
<td>1995</td>
<td>PPCLI BSL</td>
<td>LCol W. Semianiw, CD</td>
<td>CWO W.H. Forde, CD</td>
</tr>
<tr>
<td>1996</td>
<td>PPCLI BSL</td>
<td>LCol A.M. Austdal, CD</td>
<td>CWO G. Descoteaux, CD</td>
</tr>
<tr>
<td>Year</td>
<td>BSL</td>
<td>2 PPCLI</td>
<td>3 PPCLI</td>
</tr>
<tr>
<td>--------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>1997</td>
<td>2 PPCLI</td>
<td>Maj B.E. Flynn, CD</td>
<td>MWO D. Whitebone, CD (Rear Party)</td>
</tr>
<tr>
<td>1998-2004</td>
<td>No competition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004-2012</td>
<td>There were no competitions due to operations in Afghanistan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-2015</td>
<td>No competition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td>1 PPCLI LER (Tie)</td>
<td>LCol L.W. Rutland, OMM, MSM, CD Maj J.W. McCully, CD</td>
<td>CWO D.J. Hessell, MMM, CD MWO J.C. Reinelt, CD</td>
</tr>
<tr>
<td>2017</td>
<td>3 PPCLI</td>
<td>Maj S.G.J. Lerch, CD (For CO 3 PPCLI)</td>
<td>MWO G.N. Parrott, CD (For RSM 3 PPCLI)</td>
</tr>
</tbody>
</table>
CHAPTER 5

References.  
A.  Regimental Strategy, Version 2  
B.  PPCLI Regimental Guard Directive 012, Regimental Narrative and External Outreach  
C.  Briefing Note to PPCLI Regimental Executive Committee - Department of National Defence (DNC) Intellectual Property  
D.  A-AD-200-000/AG-000 The Heritage Structure of The Canadian Forces  
E.  AD-PS-110 Public Support to Morale and Welfare  
F.  A-FN-105 Non-Public Property Accounting Policy and Procedures Manual  
G.  A-PS-266 Museum Administration  

OUTREACH

1.  Outreach is a critical component of the Regiment's Strategic Plan, as described in References A and B.  While our Regimental Narrative builds on our history to define who the Patricia's are, providing the moral foundation of our mission, aim, and objectives, the aim of the Outreach program is to support the Regimental Narrative by owning and controlling our history, public image, and intellectual property in order to ensure that the Regiment maintains widespread public and political support across all segments of Canadian society.  As a critical first step to this, the Outreach program assists in maintaining a common operating picture across the Regimental Family (the "internal audience") by publicizing Regimental events through the Regimental Calendar, providing access to references through ppcli.com, and providing a means for members to tell their stories through the Oral History Project.  The Outreach program is led and managed by the Director, Outreach Operations, whose duties are described below.  This Chapter must be read in conjunction with References A and B, the Regimental Strategy and Guard Directive 012 (to be issued).  While this chapter provides the mechanism of outreach operations (the "how"), the two references will provide the intellectual underpinning (the "why").

DIRECTOR, OUTREACH OPERATIONS

2.  The Director, Outreach Operations was established by Regimental Headquarters to bring the various Outreach programs run by the Regiment under one office.  A contractor working out of Calgary and funded by a variety of sources, the Director reports to the Regimental Major and functions as a cell within Regimental Headquarters.  The Duties and Responsibilities of the Director, Outreach Operations are detailed in Reference C, and include the following:

3.  The Director, Outreach Operations shall be responsible for the following matters, in each case under the guidance of the Regimental Major:

   a.  **Gallery Support.**  Support continued development of Museum exhibits and special projects with exhibit design, research and writing of educational and historical material relative to each campaign over the Regiment’s past 100 years.

   b.  **Oral History Project.**  Develop, manage and conduct an Oral History program with a focus on veterans of the Second World War, Korean War, Cold War, Peacekeeping Operations, Afghanistan, and other operations.
c. **Research.** Utilize the material in the Archives for research and project development to its full extent.

d. **Public Relations.** In consultation with the PPCLI Regimental Museum Archivist, will also assist with public relations by developing responses to requests for information from Regimental members and the general public.

e. **Anniversary Blog.** Resume the authorship and editorship of the 100th Anniversary Blog through to 2018 the next four years marking significant events and sharing original resources such as letter’s homes and rarely seen photographs chronicling the day-to-day experiences of Patricias during the First World War;

f. **Representation.** When required, represent the Regiment in public settings or on site at the Museum, interacting in the community as well as on site with members of the general public, special interest groups, Regimental family and dignitaries during significant events functions.

g. **Funding.** Assist the Museum General Manager in the on-going effort to solicit funds in support of the Museum both through grant funding and through engaging the private sector.

h. **Liaison.** Act as a liaison officer between the Regiment and the general public through networking and promotions in the interest of cultivation awareness and earning public understanding and benevolence.

i. **Community Engagement.** Engage the community by developing programs that generate awareness and support for the Regiment and the Armed Forces in general, particularly corporate and school partnerships through programs such as leadership symposiums, soldier-for-a-day events, mentoring opportunities, educational presentations and satellite Museum exhibits.

REGIMENTAL PUBLICATIONS

4. **The Patrician.** *The Patrician* was first published in May 1933, as a quarterly journal of the Regiment. The editors were located at Work Point Barracks, BC, and the journal was printed in Winnipeg, Manitoba. The last pre-war copy went to the printer as Volume V, No. 3, but was never published due to the outbreak of WWII. In 1946, the Regiment published a monthly newsletter at Calgary, Alberta. During the Korean War, the publication was once more suspended.

5. In 1953, *The Patrician* was republished as a semi-annual journal, in a small book format until 1960, when financial constraints dictated that an annual publication could only be justified. In 1975, the REC approved the publication of *The Patrician* in a magazine format. The Regiment reverted to the small book format again in 1995, a larger format 2003 and to its current magazine size in 2010.

6. **Responsibilities.** The Regimental Major is the editor of the magazine. The Deputy Commanding Officer of each unit of the Regiment, each regional representative of extra-regimentally employed Patricias, Association Branch Presidents, and Cadet Corps Commanding Officers are the OPIs for the annual submissions.
7. **Patrician Timelines and Distribution.** Information regarding *The Patrician* timelines and the is at Annex A of this chapter.

8. **The Annual Report.** The Annual Report was published each fall by RHQ on the authority of the REC, containing the information listed below. In order to maximize utility, this information is now contained in either *The Patrician*, or on ppcli.com. Therefore, between the two publications, the following must be provided:
   
   a. a Forward by the Chairman of the REC.
   
   b. a list of members of the Regimental Council, the Regimental Guard, the REC and RHQ.
   
   c. the location list of all Officers, WOs and Snr NCOs in the Regiment;
   
   d. a list of all ERE Regional Representatives;
   
   e. the Regimental Activity Calendar; and
   
   f. other Regimental information as required.

9. **The PPCLI Association Newsletter and Bulletin.** The Association Newsletter is an annual publication devoted primarily to the interest of all retired members of the Regiment, and is published under the authority of the Colonel of the Regiment. It serves as a medium of general interest and keeps the Association informed about the activities of Branches and the serving component of the Regiment. It is distributed annually in the late fall to all paid up members of the PPCLI Association and may be distributed to serving Regimental Senior NCOs and officers with the Annual Report.

10. The basis of the Newsletter is correspondence received from Branches and members-at-large. In addition, units, branches, or individuals are encouraged to submit articles of historical or personal interest, separate and distinct from *The Patrician* articles, for publication in the annual edition. Branch Presidents are responsible for the timely submission of branch articles. The Association Council will appoint an editor. The newsletter is financed solely from the membership fees paid by the members of the Association. Copies may be obtained from the secretariat at RHQ for a nominal fee.

11. **Regimental Manual.** This Manual, formerly called the “Manual of Customs and Traditions,” is produced and distributed by RHQ on behalf of the REC. The Manual serves to consolidate and make readily available to all members of PPCLI information, policies and guidance on Regimental matters. It is a supplement to the Regimental history, and a handbook on procedures and standing orders. It is the principle means of disseminating the details of regimentally specific customs, traditions and policies to members of the Regiment.

12. **Amendments.** The Manual will be amended annually by RHQ in accordance with direction received from the REC. The Constitution and By-Laws portions of this document may only be amended by the Regimental Guard with approval from the Colonel of the Regiment.
13. **Distribution.** The Regimental Manual is distributed in electronic format to all units and ERE representatives. An electronic copy of the manual is available on the regimental website. Additionally, the Colonel of the Regiment, the Senior Serving Patricia, and each member of the Regimental Guard and REC will be issued a manual on assumption of their duties.

14. **Regimental Operating Plan.** The fourfold purpose of the Regimental Operating Plan is to confirm the Regimental vision, mission, objectives and organization; to establish immediate term goals supportive of the Regimental objectives; to detail those supporting short term plans and budgets required to achieve these goals; and to outline the Regiment’s long term objectives. In so doing, it will provide a blueprint for the Regiment’s operations during the period in question. The plan will be reviewed annually by the REC and issued in January of each year to the Colonel of the Regiment, members of the REC and Guard, and to the Regimental Major and Regimental Adjutant.

15. **Museum Manual.** The Museum Manual details the manning, duties, operations and procedures for the Regimental Museum, located in Calgary, Alberta. This manual will be updated periodically based on changes to policy, primarily by Directorate History and Heritage (DHH) and Non-Public Funds (NPP) organizations.

16. **Museum Operating Plan.** This is a five-year plan that details the project requirements for the Gallery, Collections, and Archives of the Museum. In addition, the Operating Plan provides guidance on support to governance and outreach operations. This manual will be updated upon significant changes in references or as directed by the REC.

17. **Warehouse Manual.** This manual details the manning, duties, and operations of the PPCLI Warehouse, including the retail outlet and the website. This manual will be updated upon significant changes in references or as directed by the REC.

18. **Veterans Care Manual.** This manual details the policy and procedures for care of members of the Regimental Family. This manual will be updated upon significant changes in references or as directed by the REC.

19. **The New Soldier’s Manual.** This Manual is produced for distribution to newly arrived members upon completion of training. The manual outlines the history of the Regiment and key personalities, in the Regiment's history. This manual is maintained by RHQ and will be updated upon a change of appointment of the Colonel-in-Chief or Colonel of the Regiment or as directed by the REC.

20. **ppcli.com.** ppcli.com is the official Regimental web-site, and is designed to coordinate and synchronize effort across the Regimental Family. This website contains the Regimental Calendar, references, minutes of meetings, and provides access to historical data including video and still imagery. This website should be the first port-of-call for all requests for information concerning Regimental matters. ppcli.com is maintained by RHQ, and updated as required. The web-site use and privacy policies area attached as Annexes B and C.

21. **Regimental Narrative.** The Regimental Narrative is still being developed, and will be the subject of Guard Directive 012, reference B. Once this Directive has been finalized, this chapter will be reviewed and any amendments issued.
CORPORATE IDENTITY

22. The purpose of this section is to provide the design guidance to ensure that all material produced bearing the PPCLI brand is done in accordance with RHQ guidelines.

23. Intellectual Property. All Canadian Armed Forces cap-badges and crests, including the Marguerite, are trademarked property of the Crown. Control of these trademarks is vested in the Directorate Material Policy and Procedures (DMPP) 8 in Ottawa. Authority for use of these trademarks is delegated by DMPP to the various Commanding Officers of the units; in the case of PPCLI, the delegation is to the REC. Unauthorized use is prohibited, and DMPP will take legal action if informed. Reference C provides more detail and background, and is attached as Annex D to this chapter.

24. The Regimental Cap-badge. While the VP is the recognized corporate logo to the Regiment, the use of the coloured version as authorized by the Director of History and Heritage (DHH) version of the cap badge is used as part of community relations as the public is more familiar with the Cap Badge.

Figure 1. The Cap-badge.
25. **The Corporate Logo.** The maroon version of the VP logo is authorized for Regimental letterhead for daily correspondence, paper and card.

![Corporate Logo](image)

**Figure 2.** The Corporate Logo.

26. The gold version of the VP logo is approved for flags and signage. This version is also authorized for use as Regimental letterhead for correspondence, paper and card at the discretion of RHQ.

![Corporate Logo in Gold](image)

**Figure 3.** The Corporate Logo in Gold.

25. **Princess Patricia’s Cipher in Coronet.** The Princess’s Cipher is used strictly for print in support of the social functions of the Regiment. As part of the Cap-badge, the Cipher is protected by trademark.

![Cipher](image)

**Figure 4.** The Cipher.
26. **Regimental Battle Honours.** This image will be displayed in full colour on its own with either a white or French grey background. This image is used for display on Regimental Drums, and at the discretion of RHQ for publications and promotional items.

![Battle Honours Image]

**Figure 5.** The Battle Honours.

27. **Camp Colours.** Camp colours are flown at or near Battalion Headquarters and may be flown by RHQ and PPCLI Association Branches. The battalion number, in Roman numerals, shall be placed in the upper canton, next to the hoist. The Colonel-in-Chief’s Camp Flag has the coronet vice a battalion numeral while the camp flags of the Colonel of the Regiment and units other than battalions have nothing in that area.

![Camp Colour Image]

**Figure 6.** The Camp Colour.

28. **The PPCLI Shoulder Title.** Based on of the original cloth shoulder title made for the Regiment at Levis, Quebec in 1914 prior to departure to England. The approved colours are:

<table>
<thead>
<tr>
<th>Color</th>
<th>C</th>
<th>M</th>
<th>Y</th>
<th>K</th>
<th>R</th>
<th>G</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS 1807U</td>
<td>19</td>
<td>100</td>
<td>100</td>
<td>13</td>
<td>180</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5-7/9
29. **Regimental Colours.** The recognized bunting colours of the Regiment are Maroon, Gold, and Royal Blue. These colours are also used for Camp Flags, Pennants and other Regimental items. All colours are assigned 1/3 of the banner width. When using the colours, such as for borders, frame matting or bunting runners, the maroon is always displayed on the left, gold in the centre and royal blue on the right (or top, centre, bottom if it is displayed horizontally). Bunting can be used on its own or incorporated with the Regimental Cap Badge or the gold corporate VP logo (Print Only). Both images are to be centred within the approved colours. There is no limit to size of the image provided that the 1/3 ratio is maintained.

![Figure 7. The Shoulder Title.](image)

<table>
<thead>
<tr>
<th>Pantone Code</th>
<th>C</th>
<th>M</th>
<th>Y</th>
<th>K</th>
<th>R</th>
<th>G</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS 188U</td>
<td>29</td>
<td>100</td>
<td>100</td>
<td>40</td>
<td>128</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PMS 116U/7406U</td>
<td>0</td>
<td>21</td>
<td>91</td>
<td>0</td>
<td>255</td>
<td>204</td>
<td>17</td>
</tr>
<tr>
<td>PMS 2767U</td>
<td>100</td>
<td>100</td>
<td>25</td>
<td>17</td>
<td>0</td>
<td>35</td>
<td>102</td>
</tr>
</tbody>
</table>

![Figure 8. Regimental Pantones.](image)

30. **Regimental Facings.** French Grey is the official Regimental facing used on Regimental Colours and Signage (GO 54/1926). Colour pantone is as follows:

<table>
<thead>
<tr>
<th>Pantone Code</th>
<th>C</th>
<th>M</th>
<th>Y</th>
<th>K</th>
<th>R</th>
<th>G</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS 5415U</td>
<td>56</td>
<td>11</td>
<td>0</td>
<td>43</td>
<td>76</td>
<td>126</td>
<td>155</td>
</tr>
</tbody>
</table>

![Figure 9. Regimental Facing Pantone.](image)

**CONCLUSION**

31. Cohesion and esprit de corps of the Regimental Family are critical elements in maintaining the Patricia's as a viable institution in the Canadian Armed Forces. Regimental
Headquarters plays an important role in maintaining these by providing a common operating picture across the Regiment, mainly through the foundations documents such as this Manual and periodical publications such as *The Patrician*, and through ppcli.com. The value and importance of these activities cannot be understated. Building and maintaining Regimental esprit de corps and cohesion is a bit like maintaining fitness: it is best done in the relatively quiet periods between wars, because by the time an organization discover that cohesion is required, it's too late to build it.

Annexes.

A. *THE PATRICIAN* SUBMISSION GUIDELINES  
B. PPCLI WEBSITE TERMS AND CONDITIONS OF USE  
C. PPCLI WEBSITE PERSONAL INFORMATION AND PRIVACY POLICY  
D. DEPARTMENT OF NATIONAL DEFENCE (DND) INTELLECTUAL PROPERTY
The Patrician Submission Guidelines

The Patrician provides an informal record of the Regiment's service presented in the words of its members. All Princess Patricia’s Canadian Light Infantry (PPCLI) battalions, Extra Regimentally Employed (ERE), the Association, Cadets, and individual members are encouraged to submit articles and photographs for this important historical document. In particular, it is requested that information related to the year's important events, promotions, honours and awards, and retirements be sent to Regimental Headquarters (RHQ) for inclusion in The Patrician. If the information is not received, it cannot be included. Battalions are requested to appoint a sub-editor to ensure quality, avoid redundancy, and enforce compliance to the following guidelines.

Articles

Articles should be written in a narrative style and avoid the use of military slang or abbreviations. If acronyms must be used please spell out the term in-full the first time it is used, followed by the acronym in brackets. Other points to consider when writing articles are:

- Please include author(s) names and title for all article submissions.
- No formatting is preferred. Submit in Word using Times New Roman 12 point.
- Use Canadian spell-check.
- Photographs and imagery are to be submitted separately from the article documents.
  - DO NOT EMBED PHOTOS IN TEXT DOCUMENTS.
- Write in narrative style. Do not number paragraphs or sub-paragraphs. Articles should be based answer the 5 W’s: who, what, when, where, and why.
- Avoid military slang and jargon. If you must use acronyms, write out in full the first time and put the acronym in brackets. Avoid military abbreviations such as Bn for Battalion, and write ranks in full. Specifically:
  - North Atlantic Treaty Organization (NATO).
  - Three Platoon.
  - A Company.
  - First Battalion.
  - 3 PPCLI.
  - First Regiment, Royal Canadian Horse Artillery (1 RCHA)
  - First Canadian Mechanized Brigade Group (1 CMBG).
  - Third Canadian Division (3 Can Div).

Photographs

All photographs must be of high resolution and be accompanied by a separate document with the caption. Recommended minimum resolution for photos is 300dpi, with a minimum file size of 1 MB.

DO NOT EMBED PHOTOS IN TEXT DOCUMENTS.
Do not compress the photographs for transmission by email. The Canadian Forces Outlook email client automatically compresses messages if the user does not turn off the NXPowerLite program before sending. Therefore, submissions should be made to ppcli.rhq@gmail.com

**Submissions**

Submit articles and photographs immediately following important events throughout the year. E-mail articles and photographs to:

ppcli.rhq@gmail.com

Or mail to:

Princess Patricia’s Canadian Light Infantry
Regimental Headquarters
403 Korea Road, G.G. Brown Building
PO Box 10500 Station Forces
Edmonton, Alberta T5J 4J5

The absolute last date for submission is D/M/Y. This leaves a tight schedule to get the articles and pictures into print on time. If you have difficulties with submissions, do not hesitate to contact Regimental Clerk at the Regimental Headquarters at ppcli.rhq@gmail.com or at extension 5450.

Promotions, honours and awards, and retirements will be accepted until 30 January each year.

Please refer any questions to RHQ at ppcli.rhq@gmail.com or the Regimental Major at ------@forces.gc.ca
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Except where otherwise prohibited in these Terms and Conditions of Use or by law, you are granted a limited, non-transferable and non-exclusive license to access, view, and Use the Material contained on the Website, in whole or in part and by any means, for non-commercial and educational purposes, without charge or further consent from the PPCLI, provided that the following conditions are complied with:

- Users must not modify or alter the Material. This includes, without limitation, the obligation to retain all copyright, trade-mark, patent or other proprietary notices contained in the Material or any copy of the Material;
- Users must exercise due diligence in ensuring that the Material is accurately reproduced;
- Users must identify the PPCLI as the source of the Material; and
- Users must not represent any reproduction of the Material as an official version, nor as having been made in affiliation with or with the endorsement of the PPCLI.

**Commercial Use**

Use of the Material on the Website, either in whole or in part, for the purpose of commercial distribution is strictly prohibited, except with express prior written permission from the PPCLI.

**Disclaimer**

The Material on the Website is provided "as is", without warranties or conditions of any kind, whether express or implied. To the fullest extent possible under applicable law, the PPCLI disclaims all warranties and conditions, whether express or implied, statutory or otherwise,
including without limitation implied warranties or conditions of merchantability and fitness for a particular purpose or use and warranties or conditions of title, non-infringement or other non-violations of rights.

The PPCLI does not warrant or make any other representations regarding the use, accuracy, completeness, timeliness, efficacy, applicability, performance, security, availability or reliability of the Material, the Website, any websites linked to the Website, the results from the Use of the Website or any websites linked to the Website, or otherwise regarding the Material or the information, material, original works or other subject-matter or content on any websites linked to the Website.

Limitation of Liability

Under no circumstances, including without limitation negligence, shall the PPCLI be liable to you or to any third party for any direct, indirect, compensatory (whether expectation or consequential), general, special, liquidated, pecuniary, punitive, aggravated, nominal or incidental damages or losses, or any other damages or losses of any kind whatsoever, including without limitation lost revenue, lost or damaged data or economic loss, regardless of the cause of action, arising directly or indirectly from the Website and/or the Material, including without limitation the access and/or use of, or the inability to access and/or use, any or all of the Website or the Material.

Third Party Website Links

The Website may contain links to third party websites. These links are provided solely as a convenience to you and not as an endorsement by PPCLI. There also may be circumstances in which access to the Website may be provided by a hypertext link located at a third party website.

PPCLI is not responsible for and does not endorse, authorize, approve, certify, maintain, or control the content of any third party website, nor does it make any representation or warranty of any kind, express or implied, regarding any third party website, including, without limitation:

(i) any representation or warranty regarding the legality, use, accuracy, reliability, completeness, efficacy, timeliness, applicability, performance, security, or availability of any information, material or content on such third party websites;

(ii) any representation or warranty regarding the merchantability and fitness for a particular purpose of any material, content, software, goods, or services located at or made available through such third party websites; or

(iii) any representation or warranty that the operation of such third party websites will be uninterrupted or error free, that defects or errors in such third party websites will be corrected, or that such third party websites will be free from viruses or other harmful components.
PPCLI is not responsible for the privacy practices of such third party websites. PPCLI encourages users to review the privacy policies and terms of use of any linked third party websites before navigating any such website or disclosing any personal information online.

Nevertheless, PPCLI seeks to protect the security, integrity and reliability of the Website and therefore welcomes any feedback regarding links to third party websites contained on the Website (including without limitation if a specific link does not function).

**Termination**

The PPCLI may terminate these Terms and Conditions of Use, including any licenses contained herein, at any time and also may terminate your access to and use of the Website or the Material if the PPCLI determines, in its sole discretion, that you have failed or refused to comply with any or all of these Terms and Conditions of Use (“**Termination**”).

Upon Termination, you must cease to access and/or use the Website and the Material. This includes, without limitation, the obligation to destroy all Material, and all related documentation and all copies thereof, which you obtained from the Website, whether under these Terms and Conditions of Use or otherwise, and the obligation to take any additional or alternative reasonable steps that the PPCLI may direct in respect of the Termination.

**Governing Law**

These Terms and Conditions of Use and the access to and use of the Website and the Material shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. You agree to submit and attorn to the exclusive jurisdiction of the Courts of the Province of Alberta.

**Contact Information**

For more information about these Terms and Conditions of Use or any information or questions regarding the Website, please contact: PPCLI Regimental Headquarters, PO Box 10500 Station Forces, Edmonton, AB, T5J 4J5, or email rhqppcli@forces.gc.ca.
PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY ("PPCLI") WEBSITE PERSONAL INFORMATION AND PRIVACY POLICY
Last Amended October 31, 2016

PPCLI Website Personal Information and Privacy Policy

The PPCLI website, located at https://www.ppcli.com/ and including any related software, apps, webpages, websites and associated products and services, including without limitation the PPCLI Home, Kit Shop, Regimental Calendar, Contacts and Login webpages or websites, (collectively, the “Website”), is provided, owned and/or operated by the PPCLI Fund. The Website shall include any new software, apps, webpages, websites, products, services, or client interface mechanisms which may be added from time to time.

This page states the Personal Information and Privacy Policy by which PPCLI and users of the Website abide (“Privacy Policy”). This Privacy Policy applies if you access the Website through any device, including without limitation a smart phone, smart TV, tablet, laptop or desktop computer, or through any other means. This Privacy Policy applies only to information collected through the Website and does not apply to information collected offline by PPCLI.

PPCLI has created and implemented this Privacy Policy so that you understand how your personal information may be collected, retained, used, disclosed and destroyed and how it is protected by PPCLI. PPCLI encourages you to review this Privacy Policy.

This Privacy Policy covers:

- The information collected by PPCLI;
- How PPCLI collects, retains, uses, discloses, destroys and protects your personal information;
- Certain of your options and obligations as a user of the Website;
- Your requests to access or correct your personal information; and
- How to contact PPCLI.

By providing personal information while using the Website and dealing with PPCLI, you consent to the collection, retention, use, disclosure, destruction and protection of your personal information in accordance with the terms set out in this Privacy Policy.

Should you have questions regarding this Privacy Policy or our privacy practices, please contact the PPCLI Privacy Officer using the contact information provided at the end of this Privacy Policy.
Compliance with Legislation

PPCLI complies with the federal Personal Information Protection and Electronic Documents Act, SC 2000, c 5 ("PIPEDA"), Canada’s anti-spam legislation, SC 2010, c 23 ("CASL"), and other legislation which may apply from time-to-time, which are designed to protect your personal information and privacy. PPCLI has based this Privacy Policy primarily on the principles set out in PIPEDA.

Our Commitment to Your Privacy

PPCLI is committed to protecting your personal information and privacy and considers matters relating to the protection of your personal information and privacy to be of the utmost importance. PPCLI adheres to the following principles to protect your privacy:

• PPCLI does not sell, rent, loan, trade, lease, transfer or otherwise disclose your personal information to third parties, except as necessary to protect the rights, property or personal safety of PPCLI, its members and the public, as otherwise provided in this Privacy Policy or as permitted or required by law.

• All information which you provide to PPCLI will be protected with industry-standard protocols and technology.

Definitions

Unless otherwise provided in this Privacy Policy, the terms used herein shall be defined as in PIPEDA, where applicable. In this Privacy Policy, the following term has the following meaning:

• "personal information" means information about an identifiable individual. Personal information does not include information that cannot be attributed to you as an identifiable individual, such as information of an aggregate or anonymous nature.

In the context of the Website, examples of personal information may include, without limitation, an individual’s name, e-mail address, mailing address, phone number, credit card or payment information, other account information, photographs, videos or stories.

Changes to this Privacy Policy

PPCLI may amend this Privacy Policy at any time by posting a new privacy policy on the Website in place of this one. The date on which the Privacy Policy was last amended is indicated at the beginning of this Privacy Policy. The amended Privacy Policy shall automatically be effective when posted and will apply to information collected after the effective date. Amendments may include, without limitation, additions, deletions or modifications to this Privacy Policy.

PPCLI will post notice that the Privacy Policy has been amended on the fronting webpage of the Website located at https://www.ppcli.com/ for a period of 30 days. You are advised to check for
such notices and to review the Privacy Policy each time you use the Website in order to ensure that you are aware of any amendments and that they are acceptable to you.

Your continued use of the Website following the posting of an amended Privacy Policy and the related notice means that you accept the terms of this Privacy Policy as amended. If you do not agree with any of the terms or conditions in the amended Privacy Policy, then you agree to immediately cease all use of the Website, which shall be your sole recourse and remedy in the event you are dissatisfied with the amended Privacy Policy. This Privacy Policy may not otherwise be amended.

**Personal Information Aggregated or Made Anonymous**

To the extent that PPCLI makes any of your personal information anonymous or aggregates it with the personal information of others such that it can no longer be attributed to you, your information will no longer be considered to be personal information and PPCLI is entitled to use, retain, disclose and destroy such information in its absolute discretion.

**Choosing to Provide Personal Information**

When using the Website and dealing with PPCLI, you may choose not to provide certain of your personal information. If you choose not to provide all information reasonably requested of you, it may limit the manner in which you can make use of the Website and otherwise interact with PPCLI or you may not be able to use the Website or to interact with PPCLI at all.

**Consent**

By using the Website, you provide implied consent to the collection, retention, use, disclosure, destruction and protection of your personal information by PPCLI in accordance with the terms of this Privacy Policy. Your implied consent may be obtained through amendments to this Privacy Policy, as provided above.

PPCLI will obtain your express consent prior to or when collecting, using or disclosing your personal information in cases of sensitive information, for a purpose that is not described in this Privacy Policy, or for a purpose that PPCLI did not identify to you or that was not reasonably expected at the time of collection, unless PPCLI is required or authorized by law not to obtain your consent.

You provide implied consent to the collection, retention, use, and disclosure of your personal information for a particular purpose if you voluntarily provide the information to PPCLI for that particular purpose and it is reasonable that a person would voluntarily provide that information.

In certain circumstances, including without limitation when dealing with certain legal, medical or security issues, PPCLI may be authorised or required by law to disclose your personal information without seeking or obtaining your knowledge or consent.

**Consent via Opt-In or Opt-Out in Certain Circumstances**
PPCLI may, from time to time, provide you with a reasonable opportunity to opt-out of certain collections, uses and disclosures of your personal information. You implicitly consent to a particular collection, use or disclosure your personal information if you fail to indicate within a reasonable time that you wish to opt-out of the particular collection, use or disclosure when you are given a reasonable opportunity to do so.

PPCLI also may, from time to time, provide you with a reasonable opportunity to opt-in to certain collections, uses and disclosures of your personal information. If you do not opt-in to a particular collection, use or disclosure of your personal information when given a reasonable opportunity to do so, you do not consent to your personal information being collected, used or disclosed in that particular manner.

Where the PPCLI provides an opt-in or opt-out opportunity, PPCLI will use the opt-out method when the particular collection, use or disclosure does not pertain to sensitive information or would be reasonably expected by the user of the Website. PPCLI will use the opt-in method in all other circumstances.

**Changing or Withdrawing Consent**

You may change or withdraw your consent with respect to the collection, retention, use, disclosure, destruction and protection of your personal information in accordance with this Privacy Policy at any time, subject to legal or contractual restrictions and reasonable notice, by contacting PPCLI’s Privacy Officer using the contact information provided at the end of this Privacy Policy and by providing PPCLI with sufficient personal identifiers so that it can act effectively on your request.

To delete your online account information from PPCLI’s Website database, sign into the “My Account” section of the Website and proceed to remove any shipping addresses, billing addresses and/or payment information pertaining to you. Notwithstanding your deletion of any of your online account information, PPCLI may retain your personal information in accordance with this Privacy Policy, as more particularly provided in the “Retention and Destruction of Personal Information” subsection below.

If you withdraw certain consents reasonably requested of you and necessary for you to make use of the Website or to otherwise interact with PPCLI, it may limit the manner in which you can make use of the Website and otherwise interact with PPCLI or you may not be able to use the Website or interact with PPCLI at all.

Your ability to change or withdraw consent is not absolute. PPCLI reserves the right to continue handling your personal information in those circumstances required or permitted by law despite a change or withdrawal of consent.

Any change to or withdrawal of consent will not apply retroactively.

**Collection of Personal Information**
Most of the personal information about you that PPCLI collects will be collected directly from you by PPCLI. Except as otherwise provided in this Privacy Policy, PPCLI will obtain your consent to collect your personal information and will inform you at that time of the uses and disclosures that PPCLI intends to make of your personal information, unless the intended uses and disclosures are described in the Privacy Policy or are reasonably expected at the time that PPCLI collects your personal information.

In some instances, PPCLI may collect your personal information directly from a third party, in which case PPCLI will obtain your consent to such collection unless required or permitted by law not to obtain your consent or unless the third party provided confirmation to PPCLI that it is entitled or required by law to disclose your personal information to PPCLI.

The following, without limitation, are particular circumstances in which PPCLI may collect your personal information:

- PPCLI collects personal information from you when you register an account, place an order, make a donation or upload a photograph, video or a story on the Website, respond to an electronic survey or communication from PPCLI, such as e-mail, or use or participate in another feature of the Website. In particular, when registering an account, placing an order, making a donation or uploading a photograph or story on the Website, PPCLI may ask you for your name, e-mail address, mailing address, phone number, credit card or payment information or other information.

- PPCLI also may collect information, including without limitation their name and address, about recipients of gifts purchased or individuals for whom donations have been made in their tribute on the Website so that it can fulfill the gift purchase or carry out and notify the appropriate individual(s) of the tribute. PPCLI does not use the personal information collected regarding recipients of gifts purchased or individuals for whom donations have been made in their tribute on the Website for marketing purposes.

- Like many websites, PPCLI uses "cookies" on the Website in order to enhance your experience when you visit the Website and to gather information about visitors and visits to the Website. Please refer to the "Cookies" subsection of this Privacy Policy below for additional information about cookies and how PPCLI uses them.

**Use of Personal Information**

When PPCLI uses your personal information, it will ensure that you previously provided consent to the intended use or it will obtain your consent prior to using your personal information in that particular manner, unless the intended use is described in this Privacy Policy, was identified to you or was reasonably expected at the time that PPCLI collected your personal information, or is permitted or required by law without your consent.
The following, without limitation, are particular circumstances in which PPCLI may use your personal information without obtaining your further consent. By providing your personal information to PPCLI, you consent to the following uses:

- using identification information and contact information, such as your name, address and e-mail address, to provide you with information about PPCLI when you request that information;

- using identification information and contact information, such as your name, address and e-mail address, so that PPCLI can identify you and deliver the products and services that you request and can communicate with you regarding those products and services, including without limitation when responding to your customer service requests;

- using payment method preferences and related financial information that you provide to PPCLI so that PPCLI can obtain payment for the products and services that you request and can process transactions in an efficient manner;

- using information relating to your preferences so that PPCLI can deliver products and services and the Website to you in accordance with those preferences;

- using customer relationship information such as your products and services requests, instructions, comments and feedback to assist PPCLI in delivering products and services and the Website in accordance with your preferences;

- using personal information for the purpose for which it was provided and certain other activities that are reasonably ancillary to that purpose;

- using your e-mail address to administer a promotion or survey or to provide you with information about new features and/or enhancements to PPCLI’s products and services and to the Website, unless you choose to unsubscribe to such messages in accordance with CASL, where applicable;

- analyzing your personal information to assist PPCLI in developing and enhancing its products and services or the Website; and

- analyzing your personal information to assist PPCLI in conducting market analysis and strategic planning.

**Disclosure of Personal Information**

When PPCLI discloses your personal information to third parties, it will ensure that you previously provided consent to the intended disclosure or it will obtain your consent prior to disclosing your personal information in that particular manner, unless the intended disclosure is described in this Privacy Policy, was identified to you or was reasonably expected at the time.
that PPCLI collected your personal information, or is permitted or required by law without your consent.

The following, without limitation, are particular circumstances in which PPCLI may disclose your personal information without obtaining your further consent. By providing your personal information to PPCLI, you consent to the following disclosures:

- where the disclosure is set out in any related documentation for the Website or is reasonably expected through the use and operation of the Website;

- where disclosure is necessary to enable staff, employees, agents, contractors, suppliers, service providers, affiliates or partners of PPCLI to provide a product or service to PPCLI or to you and to perform a function on behalf of PPCLI or in respect of the Website. PPCLI will act in a reasonable manner, including by contractual or other means, to ensure that these individuals or entities collect, use and disclose your personal information only as necessary to provide the product or service or to perform the function, adhere to this Privacy Policy or to their own comparable privacy policy, and comply with applicable privacy legislation with respect to your personal information, but PPCLI cannot guarantee these individuals’ or entities’ compliance;

- where PPCLI is under a duty to disclose your personal information in order to comply with any applicable legal obligation, legal or regulatory process or an order or request of a government institution, investigative body, regulatory body or judicial authority of competent jurisdiction;

- where PPCLI believes in good faith that disclosure is necessary:
  - to investigate, prevent or take action regarding suspected or actual illegal activities or to assist government enforcement agencies or investigative bodies in that regard;
  - to enforce the Terms and Conditions of Use or any other policies of the Website or any agreements to which PPCLI is a party;
  - to investigate and defend PPCLI against any third party claims or allegations;
  - to protect the security or integrity of the Website; and/or
  - to exercise or protect the rights, property or personal safety of PPCLI, its users, employees, or others; and

- where PPCLI works with one or more organizations towards a common purpose consistent with the objectives of PPCLI. PPCLI will act in a reasonable manner, including by contractual or other means, to ensure that these organizations collect, use and disclose your personal information only as necessary for the common purpose, adhere to this Privacy Policy or to their own comparable privacy policy, and comply with
applicable privacy legislation with respect to your personal information, but PPCLI cannot guarantee these organizations’ compliance.

Cookies

Cookies are used on the Website. A “cookie’ is small piece of data that resides on your computer, smart phone, tablet or other device that you use to access the Internet. It is transferred by a website to be stored on a visitor’s Internet browser so that it can be recognized by the website to identify the visitor on subsequent visits to the website from the same device and Internet browser.

PPCLI uses cookies to track visitors’ usage of the Website and to provide visitors with tailored information and services on the Website based on visitors’ previous visits. For example, PPCLI uses cookies to allow it to remember and process items in your shopping cart on the Website, to assist it with understanding your preferences based on your previous or current usage of the Website and to tailor your experience on the Website to those preferences.

PPCLI also may use cookies on the Website in order to collect the domain names, IP addresses and the activity of visitors. This information may be aggregated for the purposes of measuring the number of visits, average time spent on the Website, pages viewed, and other similar purposes. PPCLI may use this information to measure the use of the Website and to improve the content of the Website.

Cookies do not enable PPCLI to identify a particular visitor unless that visitor has previously provided personal information during a visit.

If your Internet browser permits, you may adjust the settings of your Internet browser to notify you when you receive a cookie or to reject cookies altogether, but in some cases doing so may impact your ability to use the Website. Because each Internet browser is different, users of the Website should check the "Help" menu of their Internet browsers to learn how to change their cookie preferences.

If you adjust your Internet browser settings to reject cookies, you may no longer have access to certain features of and services on the Website. However, you may nevertheless place an order from the PPCLI Kit Shop by telephone by contacting PPCLI’s customer service.

Other Collection, Use and Disclosure of Personal Information

PPCLI may monitor your use of the Website to ensure the proper use and operation of the Website and your compliance with any agreements, policies and terms of use for the Website.

PPCLI also reserves the right to collect, use and disclose your personal information without your knowledge or consent where permitted or required by law.

Accuracy and Completeness of Personal Information
When PPCLI collects, uses or discloses personal information, it will make a reasonable effort to ensure that the personal information is accurate, up-to-date, and complete to the extent that is reasonable for PPCLI’s purposes in collecting, using or disclosing the information. To do so, it may be necessary for PPCLI to request additional information from you or have you verify your personal information. Should your personal information change, please inform PPCLI of the change(s) so that your personal information in PPCLI’s possession remains accurate and complete.

Retention and Destruction of Personal Information

PPCLI may retain your personal information for as long as it reasonably requires your personal information for the purposes for which it was collected or for legal or business purposes. For example, PPCLI may retain information about an individual sales transaction in order to service that transaction or to keep records for legal or business purposes.

There are legally required minimum retention periods which PPCLI must and does observe. PPCLI will retain your information for as long as reasonably necessary to comply with its legal obligations, to resolve disputes, and to enforce this Privacy Policy and any terms of use.

Within a reasonable time period after PPCLI no longer reasonably requires your personal information for the purposes for which it was collected or for legal or business purposes, PPCLI either will destroy the records under its custody or control containing your personal information or it will render your personal information anonymous so that it can no longer be used to identify you.

Security of Personal Information

PPCLI recognizes its obligation to protect personal information that is in its custody or under its control by implementing reasonable security safeguards to keep confidential and secure your personal information against risks such as loss, theft, and unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction. These reasonable safeguards may vary depending on the circumstances, including the level of sensitivity of the personal information, and may include secured networks, restricting access to authorized individuals on a need-to-know basis, locked doors and/or filing cabinets, other organizational, physical or technological security measures, and contractual measures such as non-disclosure or confidentiality agreements.

When you place orders or access your account on the Website, PPCLI offers the use of a secure server. All personal and financial information which you supply on the Website is transmitted via Secure Socket Layer (SSL) technology and then encrypted into the Website database, with access thereto restricted to authorized individuals only.

As previously described in this Privacy Policy, PPCLI will act in a reasonable manner, including by contractual or other means, to require third parties to whom PPCLI discloses your personal information in accordance with this Privacy Policy or as required or permitted by law to similarly safeguard your personal information by abiding by this Privacy Policy or their own comparable...
privacy policies and by complying with applicable privacy legislation with respect to your personal information. However, PPCLI cannot guarantee such compliance by third parties.

**Requests for Access to Personal Information**

**Requests for Personal Information**

On your written request, and taking into consideration what is reasonable, PPCLI will provide you, not later than 30 days from PPCLI’s receipt of your request, or such additional time as permitted or required by law, with:

- access to your personal information (if any) under our custody or control;
- information about the purposes for which your personal information (if any) under our custody or control has been and is being used by us; and
- the names of persons to whom, and the circumstances in which, your personal information (if any) has been and is being disclosed by us.

If you request a copy of your personal information and the information can reasonably be reproduced, PPCLI will provide you with a copy of the record or the part of the record containing the requested information or, if applicable, it will give you reasons for any delay in providing a copy of the requested information or record.

If you request to examine the record containing your personal information or if the requested record cannot reasonably be reproduced, PPCLI will permit you to examine or access the record or part of the record in accordance with this Privacy Policy.

All requests may be subject to reasonable fees and disbursements. Where appropriate, PPCLI may require advance payment of a deposit or the entire costs of responding to a request for access to personal information.

**Requests to Access Personal Information must be in Writing**

PPCLI requires that all requests for access to personal information be in writing, be signed by the requestor and include sufficient detail to enable PPCLI, with a reasonable effort, to identify any record in the custody or under the control of PPCLI containing the personal information in respect of which the request is made.

**Limits on Right to Access Personal Information**

Your ability to access your personal information under PPCLI’s custody and control is not absolute. PPCLI reserves all rights not to disclose personal information, in whole or in part, in certain circumstances permitted or required by law, including but not limited to where:
• the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual;

• the disclosure would reveal personal information about another individual;

• the information is protected by any legal privilege;

• the disclosure of the information would reveal confidential commercial information; or

• the personal information was collected for an investigation or legal proceeding.

If access to your personal information is refused, in whole or in part, PPCLI will provide you with the reasons for the refusal, the provision of PIPEDA on which the refusal is based, and the name of the individual who can answer your questions on behalf of PPCLI about the refusal, and will inform you of any recourse which you may have pursuant to PIPEDA.

Requests for Correction of Personal Information

On written request by you, PPCLI will make every reasonable effort to correct errors or omissions in your personal information where that information is in PPCLI’s custody or control. PPCLI requires that all such requests be in writing, be signed by the requestor, and include sufficient detail to enable PPCLI, with a reasonable effort, to identify any record in the custody or under the control of PPCLI containing the personal information in respect of which the request is made.

If you make such a request, PPCLI will, as soon as reasonably possible and not later than 30 days from PPCLI’s receipt of your request, or within such additional time as permitted or required by law, either:

• correct the personal information and, if reasonable to do so, send correction notifications to any third party to whom PPCLI disclosed the incorrect information; or

• decide not to correct the personal information, but PPCLI will annotate the personal information under its control to indicate that a correction was requested but not made.

PPCLI will inform you of the action that it has taken in response to your request for correction, the name of the individual who can answer your questions on behalf of PPCLI about your request for correction, and will inform you of any recourse which you may have pursuant to PIPEDA.

Notwithstanding any requests for corrections of personal information, PPCLI will not correct or otherwise alter an opinion, including a professional or expert opinion.
Limited Nature of this Privacy Policy

Nothing contained in this Privacy Policy is intended to create a contract or agreement between PPCLI and you and you may not rely on it as such.

Accountability and Contacting PPCLI

PPCLI has designated a Privacy Officer to respond to any complaints or inquiries regarding how PPCLI handles your personal information. The Privacy Officer is responsible for overseeing PPCLI’s compliance with this Privacy Policy, PIPEDA and other privacy legislation which may apply from time-to-time.

Should you have any questions, comments or concerns regarding PPCLI’s privacy policies, practices, or handling of your personal information or if you wish to request access to or correction of your personal information under PPCLI’s care and control, you may contact PPCLI’s Privacy Officer at:

<table>
<thead>
<tr>
<th>Attention: Privacy Officer</th>
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| Address: PPCLI Regimental Headquarters  
PO Box 10500  Station Forces  
Edmonton, AB  
T5J 4J5 |
| email: douglas.boyes@forces.gc.ca |
BACKGROUND

1. Over the past several months, there has been significant traffic regarding the unauthorised use of Regimental insignia by various businesses. Discussions with Directorate Materiel Policy and Procedures (DMPP) have clarified several of the issues surrounding intellectual property rights, including the question of unauthorised usage. The purpose of this note is to clarify the legal status of Regimental insignia, including the cap-badge, collar dogs, and shoulder title.

2. The current version of the PPCLI cap-badge is a registered trademark, and has been since 1986. The trademark belongs to Her Majesty the Queen in Right of Canada as represented by the Minister of National Defence.

3. In accordance with Chapter 6, paragraph 53 of a CFP A-AD-200-000/AG-000 “The Heritage Structure of the Canadian Forces” (managed by the Directorate of History and Heritage (DHH)), badge ownership is retained by the Crown, through DND, but vested in the officer commanding the unit or formation concerned. In accordance with paragraph 58, a Commanding Officer may authorize reproduction of the formation or unit's official badge on:

   a. silver, trophies and sports uniforms;
   b. unit stationery, official invitations, greeting cards, printed publicity and decals;
   c. personal items of unit members such as blazers, lighters, wallets, cuff links and sweaters; and
   d. articles to be presented officially to other units or organizations, or to civic communities or authorities, either Canadian or foreign, upon which a depiction of the badge would be appropriate.

4. Finally, in accordance with paragraph 63, only the Inspector of CF Colours and Badges in DHH is authorized to approve the use of badges for commercial purposes other than those detailed in paragraph 58. Commercial authorization is accomplished through a license issued by
the Directorate of Material Policy and Procedures (DMPP) 8, the office responsible for the management of the department’s intellectual property including the enforcement thereof.

5. The Regimental kit-shop is established in accordance with the authority granted in paragraph 58 above, and is limited to sales to members of the Regiment. Sales to the general public are governed by paragraph 63 and require a license from DMPP 8. This includes the activities of the PPCLI Association and the PPCLI Foundation, organizations considered to be at arm’s length. In accordance with paragraph 60, regiments may grant authority to ex-service member associations to use their badges in accordance with established custom. Such organizations shall always include a separate identification line or scroll with the badge on signs, stationery, etc., to prevent confusion i.e. the word “Association” or “Foundation” should always appear with the unit name “Princess Patricia’s Canadian Light Infantry Association” or “Princess Patricia’s Canadian Light Infantry Foundation” abbreviated as “PPCLI A” or “PPCLI F”.

UNIT INSIGNIA

6. In accordance with Section 12 of the Copyright Act, the cap-badge, collar dogs, and shoulder titles of the Regiment (both past and present) were, upon creation, protected for a period of 50 years from the date of first publication. Unfortunately, that protection has expired, so copyright can no longer be claimed in relation to the Regiment’s past or current insignia. However, as will be described below, there is other protection available from both a criminal and civil perspective.

THE CAP-BADGE

7. Section 9 of the Trade-marks Act is directed to state symbols which the government does not want to see used commercially as their use by commercial enterprises may suggest an endorsement by, or affiliation with, the Government of Canada. Unauthorized use amounts to infringement which is actionable in the civil courts. Section 9(1)(n)(i) of the Trade-Marks Act relates to DND specifically and states as follows:

9(1) **Prohibited Marks** - No person shall adopt in connection with a business, as a trade-mark or otherwise, any mark consisting of, or so nearly resembling as to be likely to be mistaken for,

(n) any badge, crest, emblem or mark

(i) adopted or used by any of Her Majesty’s Forces as defined in the National Defence Act

in respect of which the Registrar has, at the request of her Majesty …, given public notice of its adoption and use.

8. The following prohibited mark has been registered by DND under Section 9 of the Trade-marks Act highlighted above:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Appl’n No.</th>
<th>Owner</th>
<th>Advertised</th>
</tr>
</thead>
</table>

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9. Full details of the trademark registration can be found at:


10. The Regiment is currently seeking similar protection for the Marguerite (i.e. the WWI cap badge) and shoulder title, as both have been the subject of unauthorized use. It should be appreciated that registrations as prohibited mark are prospective, as opposed to retrospective in nature. This means that infringing activity occurring prior to the registration can continue, whereas new infringing activity would be prohibited by the registration.

11. The courts have established that the test for infringement of a prohibited mark is whether a person who, on a first impression, knowing one mark only and having an imperfect recollection of it, would likely to be deceived or confused by the infringing mark. This means that making minor modifications to the cap-badge, or using only parts of the cap-badge, would nonetheless amount to a violation of the trademark.

CAP-BADGE, COLLAR DOGS, SHOULDER TITLES, PRINCESS PATRICIA’S CANADIAN LIGHT INFANTRY AND PPCLI

12. Section 286(1) and Section 291(1) of the National Defence Act states the following:

Part VII OFFENCES TRIABLE BY CIVIL COURTS

Liability to Civil Trial
286 (1) Subject to subsection (2), every person,…is liable to be tried in a civil court in respect of any offence prescribed in this Part.

Offences

291 (1) Every person who uses

(a) the words "Canadian Forces" or "Canadian Armed Forces" or the name of any component, unit or other element thereof or any abbreviation thereof or any words or letters likely to be mistaken therefore

(b) any picture or other representation of a member of the Canadian Forces, or

(c) any uniform, mark, badge or insignia in use in the Canadian Forces,

in any advertising or in any trade or service, having been requested in writing by the Minister to cease that usage, is guilty of an offence punishable on summary conviction.
13. This section defines the criminal liability associated with the unauthorized commercial use of the cap-badge, collar dogs, shoulder titles, unit name and abbreviation as opposed to the civil liability associated with the unauthorized commercial use of the cap-badge.

CONCLUSIONS

14. Copyright protection is no longer available for past and current insignia of the Regiment. However, the current cap-badge is protected under the Trade-marks Act as a prohibited mark. Application has been made to trademark the Marguerite and the shoulder title. The unit name “Princess Patricia’s Canadian Light Infantry”, the abbreviation “PPCLI”, the cap badge, collar dogs and shoulder titles are also protected under Section 291 (1) of the National Defence Act. Should unauthorized use occur, both the Trade-marks Act and National Defence Act can be cited in a cease and desist letter, an enforcement mechanism typically used by DMPP 8 and/or the Canadian Forces Legal Advisor. While vendors and producers can apply to the crown for permission to use the trademarks, the intellectual rights legal team in DMPP will refer to the REC for advice and recommendations. This process will ensure that the REC has the final say over use of the trademark. RHQ will continue to monitor and report suspected infractions to DMPP for their action.

RECOMMENDATIONS

15. Based on the discussion above, it is recommended that the Regiment issue policy stating the following:

   a. Trademarked material cannot be used for personal gain.

   b. To ensure quality control, trademarked material be sourced and distributed solely through the Regimental warehouse.

   c. The Regimental warehouse will support fund-raising efforts using trademarked material by selling to fund-raising organizations at a reduced markup.

16. Recommend widest dissemination of this Briefing Note within the Regimental Family, to include Serving, Association and Foundation members, and posting this note to PPCLI.com for reference.

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