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February 16, 2022

To ALL Branches of Ontario Command

Comrades,

During the pandemic, many of our Branches have submitted applications for the various government grants which have become available. We applaud your desire to update your fixtures and equipment, improve accessibility for your members and the public, and/or, enhance the appearance of your branches.

Too often in recent months, through social media, the Ontario Command Property Committee has become aware of the hundreds of thousands of dollars in grant funds being awarded to our Branches.

Acknowledging these are grants, Branch Executives are reminded that grant funds received once deposited into the Branch Bank Account become Branch reserves. It is imperative that proper procedures be followed to access those funds.

Please refer to Section A, pages 45 – 47, of the Ontario Command Legion Officers' Manual 2020, which provides the **steps to follow in ANY property transactions exceeding \$10,000.00 in the fiscal year**. Basically, the information supplied to the government agency, with copies of relevant minutes and current financials is sufficient to document the work for which funding has been awarded, and subsequently, to obtain approval of the Ontario Command Property Committee.

When the request submitted to the Ontario Command Property Committee includes the required documentation, a response is provided within 72 hours.

Submit any property related request to Property Committee Secretary Executive Director Pamela Sweeny at Provincial Headquarters by email [psweeny@on.legion.ca](mailto:psweeny@on.legion.ca).

Should there be questions or concerns, please follow the Chain of Command and contact your Zone Commander for additional direction.

Cudos to all who have applied and Congratulations to all that were successful.

Thank You Comrades, for your anticipated co-operation.

In Comradeship,

Ontario Command Property Committee